

H-TECH Meeting Agendas

Tuesday, October 10

1. Marketing Campaign-WOAI, KENS 5, KSAT 12
2. Press Conference-November 30
 - a. Breakfast
 - b.

Tuesday, September 26

1. Finished H-TECH DC Audit for 9th graders
 - a. Making sure we can have correct rosters for spring and summer courses
 - b. Juniors-October began
2. Completing Targeted Interventions-September 29
 - a. Will be finished this afternoon
3. Methodist Metro Field trip
 - a. Everything ready-permission slips went home today with students
 - b. 30 confirmed
4. Methodist Metro Orientation
 - a. October 6th-after lunch from 1:00-2:30
5. Mrs. Arimendzi
 - a. Has hard copies of book
 - b. Needs technology and keys-Reach out to Baker for keys/technology
 - c. First day Monday, Oct 2nd
6. Update on Grant Healthcare field trip
 - a. Check the grant \$\$ stipulations
 - b. Create the application
 - c. Bring Dates
 - i. Two timeframe dates
 1. Fall
 2. Spring
7. Campus Tour Debrief
 - a. January-Educate Texas
 - b. Update pictures in presentation
 - c. Add the instructional calendar and bell schedule
 - d. Update houses-outsource to either Vargas/Nelson/Valdaviones
 - e. T-chart or graphic organizer that they can take to write notes
 - f. Add QR code to presentation
 - g. All links on a form

8. Update President's List & Dean's List pics on wall
9. Fox Tech in the News
 - a. Articles
 - b. Videos, etc.
10. Make the Visits a Learning Tour
 - a. Plan a Month Out
 - b. Two Week Out

Wednesday, September 20

1. President's List and Dean's List Event
 - a. Plaques are here and ready to go.
 - b. [Program](#)
 - c. RSVP
 - i. 10 families have RSVP'd
 - ii. Making phone calls today to the other families to confirm attendance.
 - d. All decorations are here and ready to go.
 - e. Dr. Mari has been briefed and will move YMCA
 - f. Photos release
 - i. Four students on Do Not Publish
 1. Zayra Martinez
 2. Neftali Herrera
 3. Aeven Woldekrios
 4. Mayela Martinez
2. Targeted Intervention
 - a. Sept 29th-Field Trip confirmed with Methodist Metro (50 students)
 - i. Send email to APs on schedule
3. Senior Audits
 - a. 10 remaining
4. A.A.S. Marketing
 - a. Email sent to Jim at district, waiting to hear back, but will follow up later this week if I have not heard back.
 - b. Reach out to Allison and Laura.
5. WBL
 - a. MM
 - i. Meeting on Thursday via Zoom to discuss initial scheduling and number of students
 - ii. Setup Follow up meeting with Kami Rapp, week of October 9, 10, 13, 16, 17, 19.
 - b. UHS
 - i. Waiting to hear back from Marian on setting up a meeting, will follow up today.
 - c. Baptist

- i. Called yesterday and spoke with partnership coordinator, they are interested will get back with me next week.
 - d. Christus
 - i. Left message for the Chief Nursing Officer at Christus Children's
6. Pharmacology
 - a. Spoke with Deleon, she feels switching to NHA would be more beneficial for the students passing.
 - b. Work with Deleon on switching it over.
 - c. See what prep materials are out there for NHA. Cost of materials, amount of materials, and training necessary for instructors.
 - d. Got a call into Chris to hear if there is a problem with that change.
 - e. Spoke with Angie when she was here last week, she stated it is nationally recognized and should not be a problem.
7. Round Rock and Jourdantan
 - a. Start student panel after 9:30
 - i. Check panelist schedule to ensure they are not missing DC course.
8. Educate Texas-Healthcare Summit
 - a. Confirmed January 9th 9:30am-2pm.
 - b. Contact Johnny Vahalik about booking the Board meeting.
9. AAS Courses for Master Schedule
 - a. Contact Rolan and work directly with her to make it happen. CC DLC, Vargas, Benavides.
10. Anatomage Training
 - a. Webinars
 - b. Virtual Training
 - c. In-Person (TBA)
11. On-Boarding for Arizmendi
 - a. Sit down and work on classroom management
 - i. Rules/norms/cell phone policy
 - ii. Input discipline
 - iii. How to input grades, etc.
 - iv. Lesson plans
 - v. Bell schedule/instructional calendar, etc.
 - vi. Handbook
 - vii. TTESS goals/training
12. WBL
 - a. Mandatory CTE Yearly hours
 - i. 2 full days (8 hour days)
 - ii. Total of 16 hours

Wednesday, September 12

1. H-TECH Parent Night Meetings
 - a. Schedule

- i. Link to Schedule
2. President's List & Dean's List Event-Thursday, September 21 5:30-7:00
 - a. Food
 - i. Guillermo's
 - ii. Olive Garden
 - b. Set up
 - i. Booths and High Top Tables
 - c. Decorations
 - d. Plaques
 - e. Communication to parents/RSVP
 - i. Add Google Form for RSVP
 - f. Agenda
 - i. Photos release
 1. Four students on Do Not Publish
 - a. Zayra Martinez
 - b. Neftali Herrera
 - c. Aeven Woldekrios
 - d. Mayela Martinez
 - ii. Program
3. Senior Audits Update
 - a. Deliverables
 - i. Red H-TECH Folder (resources/student information)
 - b. Notes
 - c. Update-15 left mostly rescheduled conferences;
 - i. Potential TEASE exam with SAC for students who have completed AS to go into nursing program. \$75-100 per exam per person; 20-25 waiting day if failed test; 2-3 hour exam; test is given regularly;
 - d. Senior Timeline of events (academic)
 - i. April-May Senior Audit
 - ii. Nursing Program Timeline
 - iii. Courses for Summer
 - iv. Graduation Application
4. Targeted Intervention Days-Enrichment for H-TECH
 - a. Sept. 22nd-
 - b. Sept. 29th-
5. Marketing on AAS
 - a. Contact district for materials
 - i. Flyer
 - ii. Formal Invitation
 - iii. Other recruitment materials
6. Vacancy-
 - a. Interviews-this week; requisition by Friday EOD
 - b. Lesson plans for Baker

7. [H-TECH Advisory Board](#)
8. WBL-exploratory to see different types medical
9. Internships/Clinicals-
 - a. MM-Meeting Thursday to discuss clinicals
 - b. UHS
 - c. Baptist
 - d. Christus
10. Pharmacology -possible test site change; check with DeLeon and get a plan for new resource
 - a. Speaking with Deleon, she thinks changing to NHA would be a better option for the students.
11. Grant
 - a. Payment for Region 20

Wednesday, September 6

1. President's & Dean's List Update
 - a. Plaques are ready/will pick up today Wednesday, September 6th
 - b. Initial thoughts were pizza, but I would like to move to pasta and salad
 - c. Invitation going out to families today.
2. Canvas page for H-TECH
 - a. Initial page created
 - b. Updating and will push out to students next week.
3. Senior Parent Meetings update
 - a. In full swing, all parents have been receptive
 - b. None have fully committed to 5th or 6th year, except for one family.
 - c. All are receptive to a 5th and 6th year, but want to discuss together before making a decision.
 - d. Rescheduling meetings for parents that can not make their scheduled day and time.
4. JET Grant Update
 - a. Quarterly reports will be sent by the end of day.
 - b. Deadline extended till December.
5. WBL
 - a. Meet with the Commander of the Institute for Surgical Research at Fort Sam.
 - i. Working on setting up guest speaking dates.
 - ii. Field Trip for Junior/Senior students to see the Research Facility.
 - iii. Summer programs for all students except graduating seniors.
 - b. Dr. Awad
 - i. Following up with Dr. Awad, Methodist Metro
 - ii. Waiting on dates for a meeting with his team to discuss clinicals, meeting will be in September.
 - c. Dr. Charles Reed
 - i. Email went out last week for the same meeting with UHS.

- ii. Will follow up this week with a phone call.
 - d. Paperwork
 - i. Deleon and Cardenas are on top of the practicum paperwork for the students.
- 6. Vacancy
 - a. Do we move Cardenas over, and fill his position with substitute?

Wednesday, August 23

1. President's & Dean's List Student Event (Spring 2023)
 - a. Evening event & invite parents
 - b. Food
2. Create a Canvas page for H-TECH
3. Senior/Junior parent meetings update
4. H-TECH Senior Events
5. Video Debrief
6. HS Curriculum
7. Anatomage tables
8. Database of contacts

Wednesday, August 9

1. WBL
 - a. Look at the calendar to find four half days or two full days (8 hours of time) that we are working and engaging our CTE students.
 - b. School Links is up and running/training sessions provided during Curriculum Day
2. Advisory Board
 - a. Set dates for 23/24 school year
 - i. September 13, 2023 11:30-1:00
 - ii.
3. Steering Committee
 - a. Fall @SAC
 - i. 11/07/2023-1pm-4:30pm
 - b. Spring @SAISD
 - i. 04/17/2024-1pm-4:30pm
4. Fall Certification Dates (Move to Student Earned)
 - a. 12/1-Phlebotomy
 - b. 12/8-Phlebotomy
5. Spring Certification Dates
 - a. Revisiting or needing to work with Nelson on APA dates and who is testing what days.
6. Certification Exam Prices

H-TECH Coordinator: Jason Strawn

Principal: Jennifer Benavides

Assistant Principal: Veronica Valdovinos

2023-2024

[CTE POS Manual](#)

- a. PCT/Phlebotomy/EKG-\$119 from \$109
- 7. Senior CPR Certification
 - a. November 3, 2023/Student Earned Day
- 8. Graduation Date
 - a. Do we have one, so that we can plan our Pharmacy exam?
 - i. Can only test 60 days out?
 - ii. June 3-7
- 9. Lunch for V. Diaz on Tuesday/Thursday
 - a. Can she get lunch at Travis?
 - i. Reach Twila about getting lunch.
- 10. CTE/Fox Tech Meeting
 - a. Add Nursing Program of Study
 - i. Need dates (3 minimum that would work)
 1. August 24th-morning or afternoon
 2. September 6th-8-12
 3. September 13th-before 1
 4. September 14th-

TO DO	
Strawn	Benavides
Set dates for Advisory Board -September 13th-11:30-1:00 -	
Send Dates for CTE Meeting to add nursing program	
Move Fall cert. dates to Student Earned days	