

2010-2011 CAMPUS PLAN FOR HIGH SCHOOL S-TEAM CAMPUSES

DUE DATE: OCTOBER 22, 2010

INSTRUCTIONS:

1. Take as much space as you need to reflect a complete plan; you are not limited to the space shown below! (If you would like the plan in electronic format, Tech Prep staff will email it to you upon request.)
 2. All S-TEAM members should participate in planning.
 3. The plan should be discussed with appropriate campus leadership—the campus principal and other individuals identified by the principal.
 4. The plan must be signed by the S-TEAM Leader and the Principal prior to submission.
- For technical assistance, contact Dr. Belinda Torres, Tech Prep Coordinator, at 956.364.4516 or by email at belinda.torres@harlingen.tstc.edu.

Activity	Targeted Start Date	Targeted Completion Date	Resources to Be Used	Person(s) Responsible
MANDATORY ACTIVITIES (as per application)				
Participate in S-TEAM Job Shadow Day	OPTIONAL – Will be in February, 2011 – notice of opportunity will follow			S-TEAM members as desired
Participate in Tech Prep Regional Conference	December 2-3, 2010	December 2-2, 2010		All S-TEAM members
Participate in S-TEAM Leaders' meetings	add dates			
Regular campus S-TEAM meetings: First Meeting Second Meeting Third Meeting Fourth Meeting			S-TEAM members should meet together regularly according to the schedule developed and approved by campus leadership	All S-TEAM members must participate S-TEAM Leader is responsible for facilitating
Tech Prep inservice provided to all campus staff (ideally as part of a campus inservice) Event at which inservice will be given: _____			PowerPoint presentation and brochures provided by Tech Prep	S-TEAM decides who should make presentation – please note person(s) responsible below:
Tech Prep information shared with parents and students Event(s) in which information will be shared: _____			PowerPoint presentation, brochures and other resources provided by Tech Prep	S-TEAM decides whether presentation will be in classrooms, at a parent fair, in a PTA/PTSO meeting, etc. – please note person(s) responsible below:
<i>Best Practice</i> developed and submitted for the S-TEAM Best		Due date: April 22, 2011		S-TEAM decides as to which Best Practice is

Practices to be included in regional conference				to be submitted – please note date of meeting at which this will be discussed:_____
Information about Tech Prep opportunities to be shared at college nights and/or parent events hosted by the campus or district Event at which information will be shared:				S-TEAM decides which Best Practice is to be submitted – please note date of meeting at which this will be discussed:
Serve as a liaison to campus leadership team and make presentation about Tech Prep for the leadership team				S-TEAM Leader
Work with campus and/or school district staff to ensure that PEIMS coding of Tech Prep students is accurate and that campus is utilizing the CATEMA system to assist students with college transition				S-TEAM Leader
Serve as primary contact for Tech Prep contracts from colleges				S-TEAM Leader
Provide graduating Tech Prep seniors with information and documentation necessary for claiming credits in College Tech Prep programs at colleges				S-TEAM Leader
Coordinate <i>Tech Prep Texas Scholars</i> and the <i>Dr. Lauro F. Cavazos Scholarship</i> activities on the campus				S-TEAM Leader

OTHER ACTIVITIES (OPTIONAL)

Describe other activities agreed upon for the campus (see Success Indicators report for ideas) and enter information as appropriate.

The above plan has been reviewed by appropriate authorities for our campus and/or our district and is approved for the 2010-2011 school year.

DATED this ___ day of _____, 2010.

S-TEAM Leader

Principal