

Birdville Early College High School Task Force Charter

Purpose of Group: To fulfill the requirements of the year of planning as designated by the Texas Education Agency and the ECHS Blueprint, the Birdville ECHS Taskforce will design implementation plans for application for ECHS provisional designation in 2019-2020.

Champions:

- Elizabeth Clark, Associate Superintendent for Curriculum & Instruction
- Katie Bowman, Associate Superintendent for Finance & Auxiliary Services
- Julia Hyman, Director of Gifted & Talented and Advanced Academics
- Adam Goodman, Director of Academic Affairs Tarrant County College Northeast Campus

Taskforce Membership:

Name	Title	Name	Title
Elizabeth Clark	Associate Superintendent for Curriculum and Instruction	Adam Goodman	Director of Academic Affairs TCC Northeast Campus
Katie Bowman	Associate Superintendent for Finance & Auxiliary Services	Anna Schubert	Dual Credit Coordinator TCC Northeast Campus
Clarence Simmons	Executive Director of Secondary Education	Tyesha Stafford-McGilbrey	Dual Credit Coordinator TCC Northeast Campus
Donna Layer	Director of Counseling	TBD	TCC Faculty Representative
Julia Hyman	Director of GT and Advanced Academics	TBD	TCC Faculty Representative
David Holland	Director of Planning, Assessment and Research	Jennifer Lawler	Academic Dean Birdville High School
Monica Uphoff	Assistant Director of Assessment	Jennifer Cruze	Academic Dean Richland High School
Ramonda Fields	Coordinator of Advanced Academics	Javetta Jones-Roberson	Academic Dean Haltom High School
David Hamilton	Haltom High School Principal	Leann Carroll	Counselor Haltom High School
Carla Rix	Richland High School Principal	Christina Tribble	Counselor Richland High School
Jason Wells	Birdville High School Principal	Cindy Larson	Counselor Birdville High School
Jill Balzer	Haltom Middle School Principal	Cindy Richmond	Richland HS Teacher Representative
Steve Ellis	North Richland Middle School Principal	Chris Bruhn	Haltom HS Teacher Representative
Mark McCanlies	Richland Middle School Principal	Michelle Rothermel	Birdville HS Teacher Representative
TBD	ECHS Chancellor	Brenda Mesa	Secondary Math Content Coordinator

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Scope of Work: [ECHS Blueprint](#) contains the detailed articulation of the activities and products developed as a part of the year of planning.

Benchmark 1: Target Population

- Written admission policy and enrollment application
- Written recruitment plan
- Written communication plan

Benchmark 2: Partnership Agreement

- Final, signed, and executed Memorandum of Understanding between Birdville ISD and TCC

Benchmark 3: Leadership Team

- Development of Roles and Responsibilities of each team member
- Collection of artifacts for audit purposes

Benchmark 4: Curriculum and Support

- 60 college credit hours crosswalk
- Advisory/study skills curriculum materials
- Master schedules

Benchmark 5: Academic Rigor and Readiness

- Calendar of TSI test administration dates
- Tutoring and bridge program schedules
- Bridge program curricula

Benchmark 6: School Design

- Write the job description for the ECHS Chancellor/ Hire by mid-year
- Develop criteria and schedule for hiring highly qualified ECHS teachers/counselors
- Mentor/Induction program plans
- Professional Development plan for ECHS and TCC faculty

Parameters or Constraints:

- To maintain the academic integrity of the school system
- To work within the guidelines of the ECHS Blueprint
- To recommend plans that will be approved by the BISD Cabinet and TCC Leadership
- To follow agreed upon norms and decision-making processes as outlined in Charter

Norms:

- Honor time (start and end meetings on time)
- Participate in discussions and activities
- Value and respect differences of thought
- Advocate the views and interests of representative groups
- Support and promote the recommendations of the task force among school district and college staff/community

Decision-Making Process:

Use the ECHS Blueprint, as well as feedback from the TEA technical advisor and task force representatives, to guide decision-making and reach consensus on the appropriate action for implementing ECHS.

Capabilities and Strengths:

- Inclusion of diversity, knowledge and expertise from multiple stakeholders within the school district and college
- Commitment to the development of an ECHS which meets the needs of students

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Meeting Dates:

Date	Time & Location	Tentative Agenda Topics
October 19, 2018	3:30 – 4:30; Haltom High School	Review of the charter and ECHS Blueprint
November 1, 2018	4:00 – 5:00; Haltom High School	Benchmark 6
November 14, 2018	4:00 – 5:00; Haltom High School	Benchmark 2
December 6, 2018	4:00 – 5:00; Haltom High School	Benchmark 1
January 17, 2019	4:00 – 5:00; Haltom High School	Benchmark 4 and 5
January 31, 2019	4:00 – 5:00; Haltom High School	Benchmark 3

Spring semester meetings will be set after input from the Task Force members and review of status on the scope of the work.

Deliverables:

Activities and products as identified by the ECHS Blueprint and the ECHAS provisional application in the spring of 2019.