

S-TEAM CAMPUS DOCUMENTS

Campus: _____

S-TEAM Leader: _____

These documents are to be processed and submitted to Tech Prep RGV on the dates indicated. This form is intended as a Principal's information sheet—and also as a checklist so that campus leadership can keep track of due dates to be sure requirements are completed on a timely basis.

Check [✓] As Done	Item	Responsible Party	Notes
	Appointment of Support Team (S-TEAM) Leader and S-TEAM Members	Principal and S-TEAM Leader	<p>DUE DATE: October 12, 2010 S-TEAM Leader may be same person as last year, or may be a different person. Leader should be someone who has time to complete all requirements.</p> <p>S-TEAM Members include: * Principal or Assistant Principal * One or two counselors (preferably both academic and CTE) * Teachers from four core subject areas (English, math, science, social studies) * One or more CTE teachers * One or more students * One or more community volunteers—parent/employer</p>
	S-TEAM Leader's Contract	Principal and/or S-TEAM Leader	<p>DUE DATE: October 12, 2010, or as soon thereafter as possible (Attachment B describes S-TEAM Leader's duties both during and after regular working hours; Attachment B must be signed by both Principal and S-TEAM Leader)</p>
	Submit campus plan	Principal and/or S-TEAM Leader	<p>DUE DATE: October 12, 2010, or as soon thereafter as possible</p>
	Conduct activities on campus in accordance with campus plan	S-TEAM Leader under authority of campus Principal	S-TEAM Leader convenes meetings, under authority of campus principal; meeting dates are as set in campus plan
	Submit progress reports on dates they're due	S-TEAM leader under authority of campus Principal	<p>Reports and due dates: Interim Success Indicators Report DUE DATE: December 3, 2010</p> <p>Final Success Indicators Report DUE DATE: April 22, 2011</p> <p>Best Practices Report (must be agreed upon by S-TEAM members) DUE DATE: April 22, 2011</p>
	Submit Authorization for Payment	S-TEAM Leader	<p>This document authorizes us to pay both the S-TEAM Leader and the campus (campus receives \$1, 000 for completing campus plan); documentation includes copies of agendas, sign-in-sheets, and evaluations</p> <p>DUE DATE: May 6, 2011</p>