



# MEMORIAL EARLY COLLEGE H S WITH ST PHILIP'S

ECHS Renewal Application

2023-2024

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# Background

## District Affiliation

COMAL ISD

CD #: 046902

Region: 20

Mailing Address (Line 1): 1404 IH 35 N

Mailing Address (Line 2):

City, State, Zip: NEW BRAUNFELS, TX 78130

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## School Affiliation

MEMORIAL EARLY COLLEGE H S WITH ST PHILIP'S

**CDC #:** 046-902-007

**Region:**

**Mailing Address (Line 1):** 1404 IH 35 N

**Mailing Address (Line 2):**

**City, State, Zip:** NEW BRAUNFELS, TX 78130

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## Academy Information

**What is the academy name?**

Memorial Early College High School

**Which model does the district intend to implement at this time? Within these models, there are variations.**

Stand Alone Academy - All students on the campus are enrolled in the academy.

## Distinguished Recognition

## Grade Levels Served

**What grade level(s) will your academy plan to serve?**

9  
10  
11  
12

**Enter the number of students that you plan to serve in 9th grade.**

110

**Enter the number of students that you plan to serve in 10th grade.**

100

**Enter the number of students that you plan to serve in 11th grade.**

95

**Enter the number of students that you plan to serve in 12th grade.**

85

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# Contacts

## Applicant

### Applicant 1

**Job Title**

Principal

**Name Prefix**

Mr.

**First Name**

Joseph

**Last Name**

Murguia

**Email**

joseph.murguia@comalisd.org

**Phone**

(830) 221-2909

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## Principal

### Principal 1

**Name Prefix**

Mr.

**First Name**

Joseph

**Last Name**

Murguia

**Email**

joseph.murguia@comalisd.org

**Phone**

(830) 221-2909

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## Superintendent

### **Superintendent 1**

**Name Prefix**

Dr.

**First Name**

John

**Last Name**

Chapman

**Email**

john.chapman@comalisd.org

**Phone**

(830) 221-2015

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# Narratives

## Narratives

The majority of the following questions will be narrative response. Narrative responses are limited to a maximum of 250 words. We recommend writing your responses in a text-editing software such as Microsoft Word and then pasting your responses into the website when they are complete. Progress to the next section when you are ready.

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# Narratives: Degrees and Credentials: IHE Agreements, Degrees and Credentials, Recruitment and Enrollment

## Degrees and Credentials

**Select the Career Cluster(s) that your academy plans to offer.**

Arts AV Tech & Communication  
Manufacturing  
STEM

**Select the Program(s) of Study your academy plans to offer.**

Design and Multimedia Arts  
Digital Communications

**Select the Career Cluster(s) that your academy plans to offer.**

Cybersecurity  
Engineering  
Programming and Software Development

**Select the Career Cluster(s) that your academy plans to offer.**

Advanced Manufacturing and Machinery Mechanics

**Which of the following credential(s) does the academy plan to offer students?**

AD

**What associate degree(s) does the academy plan to offer?**

Item

Liberal Arts

## Recruitment and Enrollment

**Describe any changes in established plans for recruitment and enrollment process that meet open enrollment requirements.**

Recruitment begins in November of 2022 with recruitment visits to all district middle schools and a basic, lottery-based, open application in February 2023. The application will be distributed to all Comal ISD 8th grade students in our seven (7) middle schools and to students in the surrounding area. Recruitment presentations will be in person at Comal ISD Middle Schools and presented by Memorial ECHS faculty with current students included as presenters. Recruitment will also include campus tours with "parent information nights". Additionally, we will communicate with all 8th grade families through the Comal ISD email communication system, with the added measure of sending postcards to our 8th grade students who have been identified as "at risk" and students of underrepresented populations. Face-to-face interviews and "academic experience nights" will be utilized to inform prospective students and families about Memorial ECHS, the early college high school experience, and our partnership with Northeast Lakeview College. Another layer of recruitment will include an outreach to all Comal ISD 8th grade counselors and AVID teachers to assist in recruiting above mentioned student populations.

## Degrees and Credentials: IHE Agreements

**Does the IHE partner currently have an articulation agreement with a four-year IHE detailing how a student's associate degree and accrued credits could lead to a baccalaureate degree?**

No

## Narratives: Strategic Partnerships

### Strategic Partnerships

**IHE Partner 1**

**Affiliation**

Northeast Lakeview College - Alamo Community College

**Name Prefix**

Dr.

**First Name**

Veronica

**Last Name**

Garcia

**Email**

vgarcia2@alamo.edu

**Phone**

(210) 486-5230

**Job Title**

President

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**The Early College High School shall have a current, signed Memorandum of Understanding (MOU) for each school year that defines the partnership between the school district(s) and the institution(s) of higher education (IHE).**

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**Describe how the IHE articulation agreement addresses the following IHE Blueprint Requirement: Curriculum alignment and courses of study, which enables a student to combine high school courses and college-level courses to earn either an associate degree, postsecondary certificate provided by an IHE, or industry certification.**

Students at Memorial Early College with Northeast Lakeview College will earn a distinguished high school diploma with endorsements as well as an Associate of Arts. Linked is a 4-year plan, list of required courses, and elective options. Memorial ECHS 4-Year Plan and Associate of Arts: [https://docs.google.com/document/d/1\\_LOvRhSn3NKeC0g50PdGwFdsMTQQaTousjgcqiSXPao/edit](https://docs.google.com/document/d/1_LOvRhSn3NKeC0g50PdGwFdsMTQQaTousjgcqiSXPao/edit)

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**Describe how the IHE articulation agreement addresses the following IHE Blueprint Requirements: Policies for: 1) advising students on the transferability of all college credit offered and earned, 2) ensuring the IHE transcripts college credit earned through dual credit in the same semester that credit is earned, 3) advising students as to the transferability and applicability to baccalaureate degree plans for all college credit offered and earned (college credits earned during high school should allow students to progress from an associate degree to a bachelor's degree and beyond in their chosen field), 4) students accessing the IHE facilities, services and resources**

Student and parent/guardian advising begins during recruitment, parent night, orientation sessions, and into the 9th grade school year. Students (and parents/guardians) are taught what a high school transcript and college transcript are and the purpose they serve. Also, the transferability of college credit is discussed as early as the recruitment events. They are guided each school year regarding graduation requirements, progress towards graduation, and transferability as they are supported in applying for colleges and to begin deciding on the next steps at a 4-year college or other post secondary programs. The high school counselor and Northeast Lakeview College collaborate often to ensure that both high school and dual credit transcripts are accurate. Grade level visits to Northeast Lakeview College occur in person at least once a school year to receive student ID's, utilize the library, and other study facilities and resources. Additionally, Memorial ECHS dual credit teachers will continue to create learning opportunities that utilize the resources provided by Northeast Lakeview College-Alamo Community College.

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**Describe how the IHE articulation agreement addresses the following IHE Blueprint**

**Requirements: Transportation costs and fees including provisions for discontinuing operation while ensuring students previously enrolled will have opportunity to complete their course of study.**

Comal ISD provides transportation to Northeast Lakeview College for grade-level campus visits. All of our courses will occur on our Comal ISD campus through face-to-face dual credit courses or via online courses with Northeast Lakeview College instructors. Online courses will be monitored by a teacher certified in that subject the entire course. In the event the program is discontinued, the Memorandum of Understanding with Northeast Lakeview College states that 11th and 12th grade students will be able to complete their college course work, while 9th and 10th grade students will terminate their college work.

**Describe how the IHE articulation agreement addresses the following IHE Blueprint Requirements: Data sharing agreement that includes provisions for teacher data such as qualifications and student level data such as credit hours taken and earned, GPA, formative data to assess if student is on track for college readiness**

The campus counselor and the college liaison will collaborate to ensure data is available to both Memorial Early College High School and Northeast Lakeview College. The counselor and liaison will consistently review student performance and credits earned for the high school timeline and requirements, as well as the college timeline and requirements. The Memorial ECHS principal and Northeast Lakeview College dean will work together to discuss teacher qualifications and hiring, and review student issues and progress that may arise.

## Narratives: Advanced Academics

### Advanced Academics

**Select the type of advanced courses (dual credit/AP/IB) your campus plans to offer students.**

DC  
AP

**What type of dual credit courses does your campus plan to offer?**

AGCM

**Describe any challenges in ensuring your academy has educators with qualification to teach dual credit. What steps did your academy take to address the need?**

The applicant pool is screened for candidates that have earned a master's degree in the field required for that teaching setting/subject. All potential candidates are screened with assistance from the Northeast Lakeview College liaison and the department chair. The candidates transcripts are reviewed to ensure they meet the criteria to teach both the high school class and the dual credit class. As the

task of finding qualified candidates who are certified teachers with a master's degree or qualifications in multiple areas that are qualified to teach a variety of college course subjects is difficult and not possible at times, Memorial Early College High School relies on online course through Northeast Lakeview College as needed.

Is the academy a TSIA testing site?

Yes

# Narratives: Curriculum and Support

## Curriculum and Support

Provide examples of how the campus plans to provide students with academic services. List activities and brief descriptions of the activities. Add a new row for each provided service.

Activity	Description
Review incoming 9th Grade cohort data	All performance data of each student is gathered for review by all Memorial ECHS staff. Data reviewed includes historical academic performance, attendance, discipline, and special programs. The more data available, the more we can determine and individualized plan to support every students transition to an Early College high School.
Advisory Class Period	The daily class schedule is designed to allow for a daily Advisory Period in the middle of the school day. This period allows for tutoring opportunities within the school day, in addition to traditional tutoring opportunities before school and after school. Also, the Advisory Class Period allows each grade level to tailor this time to grade specific needs, such as TSI preparations or college essay development.
Junior/Senior Mentor Program	Junior and Senior students are mentoring underclassmen in order to support them as they transition to the rigor of an Early College High School via the S2S group/program. In particular, targeted tutoring opportunities are established for the mentees.
Two full time Campus Instructional Coaches assigned to Memorial ECHS.	The Campus Instructional Coaches will support our twenty-two (22) teachers in their daily teaching assignments and with weekly, formal professional development in the form of a Collaborative Team Cycle that facilitates continuous improvement to drive student learning. This collective efficacy results in actionable strategies to engage students and maximize performance.
Student Success Protocol	Monthly meetings are held with all staff to identify students who need any type of support. Students may be struggling in the areas of academics, behavior, attendance, or with their mental and physical health. Urgent needs are

Activity	Description
Math and Writing Centers	<p>communicated with the appropriate staff. Additionally, teachers submit the name of the student(s) in a form that allows for an explanation of any interventions that have worked and that have not worked, such as tutoring, reteaching, or parent contact. Then, the campus meets in grade-level teams to review students who have been submitted in order to work together as a supportive team to intervene for each student. Campus administration, school counselors, attendance clerk, and the school nurse also meet as an added level if screening for student needs an progress with subsequent support systems and to triage for urgent interventions.</p> <p>ELA and mathematics teachers lead the Math tutoring center and Writing tutoring center that is needs-based on individual student progress. Both centers are staffed by current, upper class student tutors who are hired by Comal ISD for this role. Both centers are operating daily outside of classtime.</p>

**Provide examples of how the campus plans to provide students with wrap-around services. List activities and brief descriptions of the activities. Add a new row for each wrap-around service.**

Activity	Description
Eagle Days	<p>Twice a semester, there will be a school day utilized to allow for a "conference-style" school day that provides academic interventions, academic extensions, and life skills classes. For example, students can learn from professionals/guest teachers about financial literacy, how to change a tire, "Tips and tools for FAFSA", and career explorations.</p>
Counseling Services	<p>The campus counselor supports all students with low-level, periodic "check-ins" to urgent, immediate counseling support. MECHS will continue to collaborate with Comal ISD referral resources to assist students/families in obtaining long-term support services, such as counseling. Additionally, a Student Support Specialist who is trained in the mental health profession is assigned to our campus every Mondays, Wednesdays, and Fridays for the entire school day. This supports provide a variety of services to students and families, the school, and community via identifying and eliminating social, emotional, behavioral barriers to students' academic success and overall social-emotional development.</p>
Student Organizations	<p>Student led and student initiated clubs and organizations result in a positive campus culture and activities of interest for all students. Subsequently, higher student engagement at school allows for a safe, caring learning environment.</p>

**How does your academy use the access, achievement, and attainment data for program improvement?**

We use performance data in these areas to determine instructional needs (TSI, PSAT, EOC, Unit Assessments) and to identify how we can improve the recruitment of students identified as "at risk" and "economically disadvantaged". Also, we review our college pathways of high school and associate's degree courses in relation to the success of our students to determine if course changes need to occur. Online courses sections have been added to replace previous college credits that were earned with a face-to-face instructor to assist students. Guidelines continue to evolve with increased "checkins" for all students to facilitate their independence and to assist them in adapting to college

level work.

## Narratives: Leadership Team

### Leadership Team

List the Leadership Team's three priorities for the next year and describe how the selected priority contributes to the academy's success. Each priority should be a benchmark from the ECHS/T-STEM/P-TECH Blueprint.

Benchmark	Description
Recruitment Timeline Refinement	Continue student-led, in-person visits to all feeder middle schools in the Fall of 2022. The use Memorial ECHS student ambassadors will result in higher middle school student and family engagement. In particular, we will collaborate with all AVID and GT classes to inform the students of the Early College High School opportunity. We will evaluate our recruitment efforts each year in an effort to refine our communication and recruitment of a diverse population.
Parent and Student Handbook	Continue to develop a document that provides "easy to understand" explanations of campus processes and student requirements. The handbook will be accessible for students and families that will result in increased understanding of an Early College High School and will facilitate conversation that leads to increased understanding.
Community and Career Connections	Increase community and career connections within the curriculum through class projects. The projects will be connected to standards and requirements of high school and college level courses.

## Narratives: Benchmark Products

### Benchmark Products

On this page, you must provide a hyperlink to the location where your digital products corresponding to the product and activities that are required to be posted by the first day of serving students. Enter the hyperlink here. Hyperlinks must be entered with the fully qualified URL including "HTTP://" or "HTTPS://".

[https://drive.google.com/drive/folders/1clc5RBV1z\\_UUwC0jg54xhny4fA8uY8S](https://drive.google.com/drive/folders/1clc5RBV1z_UUwC0jg54xhny4fA8uY8S)



