

**Saginaw Valley Tech Prep Partnership  
Management Team Meeting Minutes  
October 1, 2008**

**Present:**

Roger Anderson	Standish-Sterling High School
Allen Atkari	Essexville Garber High School
Kathy Bate	Meridian High School
Suzanne Brown	Bridgeport Alternative
Sue Bruno	St. Charles High School
Emily Clement	Delta College
Kathy Conklin	Saginaw Business & Education Partnership
Linda Engelhardt	Bay Arenac ISD/Career Center
Heather Essex	Freeland High School
Dan Finnigan	Saginaw ISD
Mary Ann Flaminio	Bullock Creek High School
Donna Fryer	Heritage High School
Shawn Hale	Bullock Creek High School
Mitchell Jarosz	Delta College
Andy Kowalczyk	Pinconning High School
Tara Mager	Merrill High School
Suzanne Marvosh	Saginaw Career Complex
Mat McRae	Swan Valley High School
Penny Miller Nelson	Midland Public Schools
Diane Oberlies	Western High School
Allen Pauly	Arenac Eastern High School
Gene Rademacher	Bay City Central High School
Bridget Sadenwater	MITECH+
Amy Sholtz	Chesaning High School
Jo Ellen Strieter	Bay Area Chamber of Commerce
Shelley Titsworth	Carrollton High School
Doug Trombley	Garber High School
Cindy VanSumeren	Bay Arenac Community High School
Mike Vieau	Pinconning High School
Mike Vondette	Hemlock High School
Linda Wascher	Delta College
Cathy Wildes	Midland ESA
Sheryl Whaley – GUEST	Wenona Center
Penny Young	Coleman High School

L. Engelhardt opened the meeting at 8:35. Introductions were made. She welcomed new members. The Tech Prep Management Team directory was circulated for updates.

Minutes from the April 9, 2008 meeting were reviewed. M. Jarosz made a motion to accept the minutes. M. Vieau seconded the motion. Motion passed.

## **County Updates/Information Sharing:**

### ***Arenac County:***

R. Anderson reported that the Building Trades Program will be building two homes this year. A. Pauly reported that many of the career students ride to the career centers for an hour and a half. It is a testament to the programs.

### ***Bay County:***

G. Rademacher told the membership how exciting it is to come to Delta. He described the renovations at Central High School as “magnanimous”. Other than looking for his portion of the bailout money, he had nothing else to report.

C. VanSumeran reported that the Bay Area Community High School was filled to capacity. The entire school will be going to Delta College on October 24<sup>th</sup> to attend Career Pathways Day.

D. Oberlies said that the Western Students were also planning to attend Delta’s Career Pathways Day. She also mentioned that Delta’s Career Center was phenomenal.

J. Strieter reported various Chamber events coming up include a Business and Education Forum, Counselors/Employers Breakfast, and the third county wide school meeting. She also reported that they have 16 students in the leadership program.

A. Kowalczyk reported that the newly renovated Industrial Technology building at Pinconning will be up and running in January. He is confident the newly renovated building will make the program grow.

D. Trombley reported that Garber’s focus is on College Readiness.

L. Engelhardt reported that the Bay Arenac ISD Open House for their new science wing was a great success. She also reported they are in the process of recruiting students for their clubs. Students will also be attending the Career Pathways at Delta College

### ***Midland:***

C. Wildes reported that 36,000 career certificates have been given in Michigan. She also stated that WorkKeys is offered in Midland January 1<sup>st</sup> through February 11, 2009. Test results will be returned by February 20, 2009.

### ***Saginaw:***

S. Marvosh reported that two students have advanced to national competition, a house is being constructed, and their welding program has expanded. She also shared that Julie Walker has been selected as CTE Administrator of the Year.

K. Conklin reported on an upcoming Professional Development Day which will inform teachers on WorkKeys and Keytrain.

T. Mager reported that thanks to K. Conklin, three Merrill students have been enrolled at Delta. Through a team effort, students have the opportunity to work with Merrill Tool.

***Delta:***

M. Jarosz encouraged members to contact him to have Delta faculty come to their school to speak with students.

E. Clement reported that the annual articulation update will be held soon.

P. Graves reported that registration for dual enrollment will open the end of October. Dual enrollment numbers have been up. P. Graves also mentioned that Delta College's website has been revised. It is now more user friendly for students and parents.

**2008 Summer Institute:**

P. Graves reported that this year's Summer Institute had a very strong program. It was a good and rewarding experience. She said we are looking for ideas for 2008-2009. Tentative dates for the Institute are June 22-25, 2009 and June 29-30, 2009.

**2007-2008 Tech Prep Grant Close-Out/Final Report:**

P. Graves reported that we encountered several bumps in the grant close-out this year. We gave back \$8,000. Many schools did not spend their allocation and it was too late to redistribute the funds to other schools requesting additional funds. Also, a high percentage turned in inaccurate reimbursements. New controls will be in place for the 2008-2009 grant to avoid returning this money. Also, accurate documentation will benefit us for our next TRAC audit.

**2008-2009 Tech Prep Grant:**

P. Graves reported that our award for 2008-2009 is \$162,278. Several changes have been made that affect our grant. This year's grant requires MOUs (Memorandum of Understanding) to be completed for each participating in the 2008-2009 Tech Prep grant. These MOUs are good for five years. If during that time a school does not wish to participate, they must notify us by February 1<sup>st</sup> to become effective for the upcoming year. Two signed copies of the MOUs were distributed to the members. One was for the Tech Prep representative and the other one for the central office/superintendent.

The next change is that each individual site must submit a budget. Members were reminded that this budget for their \$3,000 site award must be developed accurately and realistically. A budget spreadsheet was distributed. This spreadsheet will aid members in completing their budgets. If an activity is not currently on the approved list, members were asked to write it on the form to be sent to the state for possible approval. Members were asked to submit their budgets by October 20<sup>th</sup>. The grant will be reopened in mid October. These budgets will then be entered into the MEGS system. When notified, each school must go into MEGS and approve their budget. Unused funds will be reallocated December 1<sup>st</sup>. June 1, 2009 will be the final day to make budget revisions.

Another change for this year will be a closer monitoring of reimbursements. All reimbursement forms must be accompanied by 100% documentation in order to be reimbursed. Only approved activities will be reimbursed. Members were encouraged to send the reimbursements as the event occurs. P. Graves reminded the membership that MITES is still NOT an approved activity.

**2008-2009 Recommendation:**

*It is the recommendation of the Management Team that \$2,000 be budgeted for Delta College to support Management Team coordination activities. These expenditures include printing, postage, and refreshments to support Management Team meetings.*

D. Fryer made a motion to accept the recommendation. C. Wildes seconded the motion. Motion was approved. Delta College representatives abstained.

**Additional Information Sharing:**

The Governor's Conference will be held February 8-10, 2009 at the Renaissance Center in Detroit.

Members were also reminded to frequently check the Tech Prep website for updates.  
[www.delta.edu/techprep/](http://www.delta.edu/techprep/)

The next Tech Prep meeting will be scheduled for December 3, 2008 at 8:30-10:30 at Delta College in Room N-7.

Meeting adjourned at 10:55 a.m.

Pat Buczek, Delta College