

Tech Prep Meeting Notes and Updates
January 5, 2010

HAPPY NEW YEAR! Welcome back-I hope that 2010 is a great year!

There are some updates for Tech Prep and some deadlines, so please review the following information carefully. Please don't hesitate to contact either Pat Graves (686-9218 pagraves@delta.edu) or Pat Buczek (686-9215 pabuczek@delta.edu) if you have any questions or desire additional clarification on any of these items.

Tech Prep 2009-10 School Budgets: due January 15, 2010-please submit an updated budget for your expenditures between July 1, 2009-June 30, 2010 so we can update your individual school budgets. In these economic times, we want to be sure that we effectively spend all of the Tech Prep funding on allowable activities that will benefit students in the Great Lakes Bay Region. Please submit budgets for the amount that you believe that you will really spend-we have schools that can effectively use additional funding and last year we returned funds to the State that were not used by schools.

There are no budget forms-please send an e-mail with the activity and amount requested (for professional development, indicate the number of teachers and non-teachers participating). If it is a new activity (not on the approved list of expenditures on the Tech Prep website www.delta.edu/techprep) we will need to submit rationale and approval will need to be obtained from the state prior to the activity.

Budget request example:

Governor's Career Education Conference: \$675 for 1 teacher and 1 administrator

If we don't hear from you by January 15th, we'll assume that you are not planning on spending any Tech Prep funds in 2009-10 and we will be unable to reimburse any expenditures.

Reimbursement Forms-to obtain reimbursement, please complete and submit the forms on the website as soon as possible following the activity. The forms are: the 2009-10 Request for Expenditure Reimbursement and the 2009-10 Request for Expenditure Reimbursement Narrative. Please contact us if you have any questions regarding reimbursement.

Tech Prep Leadership-there is a Chair and Vice-Chair of the Tech Prep Management Team. Our former Vice-Chair, Kathy Conklin has resigned the position. So, we are looking for volunteers to serve as the Vice-Chair who will facilitate the Management Team meetings in the absence of the Chair. If you are willing to serve as Vice-Chair, please let Pat Graves know at your earliest convenience. We would like to have the Vice-Chair in place for our February 16th meeting.

Also, we need to go into planning mode for the 2010-11 Tech Prep grant application and activities. We are looking for members willing to serve on a Leadership Team to develop the grant application and to provide guidance for upcoming Tech Prep activities. We will meet immediately following the next Tech Prep Management Team meeting on February 16th. We are looking for more volunteers-those who have volunteered to date are: Penny Miller Nelson, Jean Farrington, Crystal Shappee, Mike Newman, and Diane Oberlies.

2010 Summer Institute-we are starting initial conversations to develop the 2010 Summer Institute. To operate the Summer Institute this year, we will need to reconstitute a planning committee and identify individuals willing to help during the four-day event (tentatively scheduled for June 21-24, 2010). We have identified a new lead instructor, but we will need additional help to identify topics, presenters, and run the institute. Please contact us as soon as possible with any information/to volunteer.

Student Data-the outcomes of the June 2008 and June 2009 graduates were distributed at the last meeting. If you were unable to attend and would like your data, please let us know.

Website-the program's website is: www.delta.edu/techprep

We will continue to update the website regularly with information related to Tech Prep and we will post information submitted by Tech Prep members. Please visit the website often-we will identify the updates by date to assure that you have the most current information. With these updates, we will provide information from the Michigan Department of Education (monthly updates), conference information, and information shared by other members of the group. In 2009-10 we are going to eliminate the Management Team meeting minutes, but will provide meeting notes with key discussion points. We will continue to update the Tech Prep contacts via e-mail along with the website (we hope to eliminate all mailings in 2010).

Governor's Career Education Conference-will be held January 31-February 2, 2010 at the Amway Grand Plaza Hotel in Grand Rapids. Information is on the website and early (\$175) registrations are due Friday, January 8th.

Next Management Team Meeting-is scheduled for Tuesday, February 16th at 8:30 am in room N-12 at Delta College. The Leadership Team will meet immediately following the Management Team.