

# WELCOME BACK,

# TEACHERS!



## DCTC'S KICK-OFF MEETING 2018

# OUR STAFF

- John Nasarzewski -- Director
- Jackie Leonard – Project Coordinator/Executive Assistant
- Jennifer Perry – CTEIS Specialist/Administrative Assistant
- Julie Bergeron – Project Coordinator's Secretary
- Ginger Mason – Student Services Coordinator
- Mary Garbarino – Support Staff
- Kim Kubas – Support Staff
- Jeff Tyburski – Support Staff

# **New CTE Staff (need to see after)**

- **Stacy Metzger – GHHS/Health Occupations**
- **Timothy Pappas – HHS/Collision Repair**
- **Arthur Ibegbu – SAHS/Mechatronics**
- **Whitney Weaver – THS/Graphic Communication**
- **James Jackson – THS/Criminal Justice**
- **April Lopez – THS/Electronic Media**
- **Cody Gundick – THS/Cabinetry & Furniture Making**

# IMPORTANT DATES



## 2018-2019 IMPORTANT INFORMATION

### FIRST FULL SCHOOL DATES:

SCHOOL DISTRICT	START DATE
AHS, FRHS, OCHS, GIHS, HHS, RHS, SAHS, THS, WHS	September 4

CAREER & TECHNICAL TRANSPORTATION WILL START: September 6, 2018

LAST DAY FOR CAREER & TECHNICAL TRANSPORTATION WILL BE: June 7, 2019

FIRST PUPIL COUNT DAY IS: **OCTOBER 3, 2018**

SECOND PUPIL COUNT DAY IS: **FEBRUARY 13, 2019**

### CTE GRADES ARE DUE:

High Schools operating on a semester schedule (Airport, Carlson, Flat Rock, Grosse Ile, Southgate & Woodhaven):

- 1<sup>st</sup> Semester - January 18, 2019
- 2<sup>nd</sup> Semester - June 7, 2019

High Schools operating on a trimester schedule (Huron, and Riverview & Trenton):

- 1<sup>st</sup> Trimester - November 30, 2018
- 2<sup>nd</sup> Trimester - March 8, 2019
- 3<sup>rd</sup> Trimester - June 7, 2019

CAREER EXPO: - February 6, 2019

**ALT DATE: February 13, 2019**

CERTIFICATE REQUESTS: April 12, 2019

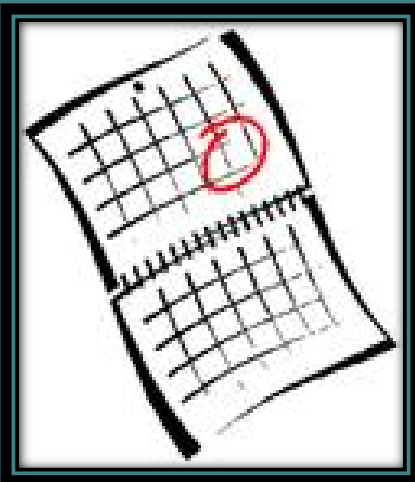
### ADVISORY COMMITTEE MEETING DATES:

- 1<sup>st</sup> Meeting - October 23<sup>rd</sup> at 6PM
- 2<sup>nd</sup> Meeting - March 20<sup>th</sup> at 6PM

### DISTRICT HOLIDAY BREAK SCHEDULE

District	Holiday Recess	Mid-Winter Break Dates	Spring Break
AIRPORT	12-24 thru 1-2	2-15 thru 2-18	4-1 thru 4-5
CARLSON	12-24 thru 1-4	2-18	4-1 thru 4-5
FLAT ROCK	12-24 thru 1-4	2-15 thru 2-18	4-1 thru 4-5
GROSSE ILE	12-24 thru 1-4	2-18	4-1 thru 4-5
HURON	12-24 thru 1-4	2-18	4-1 thru 4-5
RIVERVIEW	12-24 thru 1-4	2-18	4-1 thru 4-5
SGT. ANDERSON	12-24 thru 1-4	2-18 thru 2-20	4-1 thru 4-5
TRENTON	12-24 thru 1-4	TBD	4-1 thru 4-5
WOODHAVEN	12-24 thru 1-4	2-18	4-1 thru 4-5


\*\*\*\* Please NOTE - All Dates are Subject to Change.



# Mandatory Attendance Dates

- Fall Advisory Meeting – October 24, 2018
- Staff Professional Development – November 6, 2018  
(Must Attend 1 Session)
  - AM – 8AM – 10:30AM
  - PM – 11:30AM – 2PM
- Staff Meeting – December 12, 2018
- 10<sup>th</sup> Grade Career Expo – February 6, 2019
- Spring Advisory Meeting – March 20<sup>th</sup> 2019
  - If hosting your own by March 29<sup>th</sup>
  - Receipts due to your business office by April 8<sup>th</sup>, late not accepted. Use the most current form!

# Reimbursement Requests



**SCHOOL YEAR:** \_\_\_\_\_

☐ **CONFERENCE/WORKSHOP REQUEST**  
☐ **STUDENT COMPETITION REQUEST**

☐ **FIELD TRIP TRANSPORTATION REQUEST**  
☐ **OTHER:** \_\_\_\_\_

☐ **VC#** \_\_\_\_\_  
☐ **SP#** \_\_\_\_\_  
☐ **AC#** \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_ REQUESTED BY: \_\_\_\_\_

NAME OF ATTENDEE(S): \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ # OF STAFF AFFECTED: \_\_\_\_\_ # OF STUDENTS AFFECTED: \_\_\_\_\_

CONFERENCE/SPONSOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_ EVENT DATES: \_\_\_\_\_

DESCRIPTION OF CONFERENCE & REASON FOR ATTENDING: \_\_\_\_\_

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**\*\*\* EXPENSES WILL NOT BE REIMBURSED WITHOUT DCTC PREAUTHORIZATION\*\*\***

**Estimated Expenses**  
*To be completed by teacher prior to event*

STAFF	STUDENTS	Description
		Registration : # of Teachers/Advisors: _____ registration fee: _____ # of CTE Students*: _____ registration fee: _____ <i>(Must attach student names and home schools)</i>
	N/A	Auto mileage - # miles _____ current rate: _____ Bus Transportation- Must provide accurate estimate (Report in student expense column.)
N/A		Airfare - coach rate only (ticket receipt required) Student lodging - # nights: _____ rate: \$ _____ Staff lodging - # nights: _____ rate: \$ _____
	N/A	Meals: (original itemized receipt required - excludes alcohol) No. of Days _____ x \$40 MAX per day for Added Cost-tip 20% max
		Other (specify): _____
	N/A	Substitute Costs: No. of days _____ x rate _____ Must include FICA and retirement or contracted fees
\$0.00	\$0.00	<b>SUBTOTAL ESTIMATED EXPENSES      SUBTOTAL ACTUAL EXPENSES:</b>
<b>\$0.00</b>		<b>GRAND TOTAL EST. EXPENSES      GRAND TOTAL ACTUAL EXPENSES:      \$0.00</b>

**Actual Expenses**  
*To be completed by business office after event*

STAFF	STUDENTS	Description
	N/A	
N/A		
	N/A	
	N/A	
\$0.00	\$0.00	

DCTC does not reimburse teachers. DCTC only reimburses business offices. Your business office will reimburse your approved expenses. Receipts/back-up must be submitted to your business office within 2 weeks of attending event.

\*Added Cost & Perkins funds can only be used for CTE students and CTE certified teachers.\*

**EQUIPMENT/MATERIALS/SUPPLIES REQUESTED :**

DESCRIPTION: \_\_\_\_\_ COST: \_\_\_\_\_

**WILL NEW EQUIPMENT REQUIRE BUILDING INFRASTRUCTURE WORK/CHANGES? \_\_\_\_\_ IF YES, YOU MUST GET APPROVAL FOR THESE INFRASTRUCTURE COSTS FROM YOUR ADMINISTRATOR PRIOR TO COMPLETING THE PURCHASE.**

**\*\*DISTRICTS ARE RESPONSIBLE FOR THE COST OF ALL INFRASTRUCTURE CHANGES / WORK\*\***

REQUESTER COMMENTS: \_\_\_\_\_

DCTC COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
DCTC Representative Signature

**IMPORTANT: THE LAST DAY FOR SUBMITTING REIMBURSEMENT REQUESTS IS MARCH 31ST.**

revised 9/1/15

**To Be  
Completed  
by the  
Instructor  
Before  
Event**

**To Be Completed by the Business Office After Event**

# Attendance

- Because of the nine district calendars in the consortium, please mark a student absent if he/she is not present, even if their school is closed for that day.

Example: If a student from Flat Rock is off on a scheduled testing day, but attends a class at Riverview, that student should be marked absent for the day.

- Please submit Attendance Reports to DCTC and home schools electronically. DCTC will no longer accept paper copies.



# Advisory Committee Meetings

## FALL 2018 DCTC ADVISORY COMMITTEE MEETING

Who: All DCTC Instructors

When: October 24<sup>th</sup> at 6:00PM

Where: Carlson's Cafeteria



## SPRING 2019 DCTC ADVISORY COMMITTEE MEETING

Who: All DCTC Instructors

When: March 20<sup>th</sup> at 6:00 PM

Where: Carlson's Cafeteria





# Advisory Committee Rosters

- Each program must have their own individual roster even when hosting combined meetings.
- Example is provided in your folder.
- A completed roster form needs to be sent to DCTC no later than October 5<sup>th</sup>.
- A blank electronic version will be sent for you to complete.

# Perkins CPI's

## District-Region 25 Core Performance Indicator Worksheet For 2018-19

Huron

**General Information:** CTEIS CPI data from 2016-17 used for 2018-19 District Improvement Plan, Regional Improvement Plan & Perkins Application (Derived from CTEIS Dec 2017)

If your district's % for any CPI is below **90% of the State Required %**, you must have at least one CPI Activity/Strategy to impact this CPI deficiency.

**Directions:** Note that you are to insert data & information in green sections only

1. List your district's CPI percentages in Column 6
2. If your district's percentage in Column 6 is below the 90% state required (Column 3), place an "X" in Column 7
3. In Column 8, state the CPI-Activity/Strategy (e.g. 1S2-1) your district will be using to impact the deficiency for this CPI
4. In Column 9, state the SMART Outcome for the Activity/Strategy in Column 8.

**NOTE:** In the public CTEIS site, an asterick (\*) means the data provided is too low to assure confidentiality, have the appropriate district CTEIS user log into the nonpublic site and run the appropriate CPI reports.

If N/P is listed, this means data was not provided. Assume the CPI is below the state requirement, place ND (no data) in Column 6 and then follow instructions above for Columns 7, 8 & 9.

### CPI Information From 2016-17 on CTE Wage-Earning Program Completers For Use In 2018-19

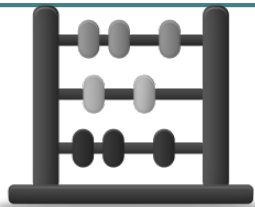
Column 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9
CPI	State Required %	90% of State Required %	Region %	Region Below State 90%	District %	District Below State 90%	CPI Activity/Strategy	SMART Outcome
1S1 -- Academic Attain Reading/Language Arts	51.30%	46.17%	57.90%		60.50%			
1S2 -- Academic Attain Mathematics	27.00%	24.30%	35.10%		31.00%			
2S1 -- Technical Skill Attainment	45.90%	41.31%	30.40%		23.30%	X	DCTC will support technical skill improvement by purchasing (with regional financial support) NOCTI TSA study guides for the Finance programs deficient in 2S1 to be incorporated into CTE lessons. The number of	During the 2018/19 school year, 15% of DCTC Finance students taking the required TSA will meet the passing score of 51.9%.
3S1 -- Secondary School Completion	95.00%	85.50%	97.10%		95.90%			
4S1 -- Student Graduation Rates	96.00%	86.40%	96.20%		94.80%			
5S1 -- Secondary Placement	95.00%	85.50%	97.50%		97.40%			
6S1 -- Non-Traditional Participation	27.00%	24.30%	26.10%		20.60%	X	DCTC will provide support staff, promotional materials (non-trad posters) and outreach activities like the Career Expo to promote the recruitment of non-traditional students in CTE programs.	During the 2018/19 school year, the number of non-traditional students that shadow DCTC CTE programs will increase by at least 15%.
6S2 -- Non-Traditional Completion	34.50%	31.05%	43.50%		33.70%			
							Ex: All CTE students will complete KeyTrain Applied Mathematics lessons through incorporation into CTE programs. (Note: the number of students to be impacted is included.)	Ex: During the 2017-18 school year, CTE students will demonstrate an average of 1 level improvement in KeyTrain Applied Mathematics from pre- to post-test.

# Interventions to Address CPI's

❖ Core performance indicators show a deficiency in both technical skills assessments and non-traditional participation.

## Addressing CPI's by:

- 2S1 – Finance assessment selected as pilot. We will provide NOCTI study guides for all students taking the finance assessment.
  - We will meet with finance instructors when guides arrive.
  - Goal: increase number of students passing.
- 6S1 – Need to increase the number of student visitations in Non-Traditional programs.



## Math Essentials: Kim Kubas, Mary Garbarino, Jeff Tyburski

- Math Essentials test is 80 questions, paper-pencil only, no calculators or cell phones
- CTE teachers will schedule tests (today is OK!)
- Mastery is considered 80% on each section or 4/5
- Support staff will meet with teachers to set up times and locations for testing and interventions
- Interventions will be during lab time only and in **small groups** only
- Meeting times will also be set up for teachers and students during the intervention process
- Once mastery is achieved, students will no longer be pulled from class.
  - [kkubas@dctc-cte.org](mailto:kkubas@dctc-cte.org)
  - [garbsm@huronschools.org](mailto:garbsm@huronschools.org)
  - [jtyburski@dctc-cte.org](mailto:jtyburski@dctc-cte.org)

☛ Remember the use of the Math Essentials intervention, provides documentation of what you, as an instructor, are doing in your CTE class to support the core areas.

# Update Syllabi

## Based on Segment Delivery

### Two Year Programs

OR

### Two Year Programs

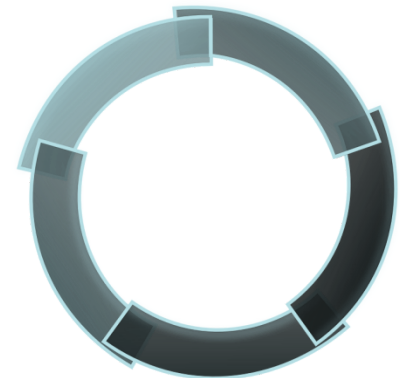
OR

### One Year Programs

- New Model
  - 1<sup>st</sup> year = 7 segments
  - 2<sup>nd</sup> year = 5 segments
- New Model
  - 1<sup>st</sup> year = 12 segments
  - 2<sup>nd</sup> year = Segment Q
- New Model
  - 1<sup>st</sup> year = 12 segments
  - Additional Courses = Segment Q

★ Modify your course syllabus to reflect your changes

- 1<sup>st</sup> year syllabus – segments – standards
- 2<sup>nd</sup> year syllabus – add segment "Q" only on all segments.
- Segments listed on syllabi MUST be listed in the same semester/trimester as your segment sheet.



# Certificate of Achievement

- In accordance with the Michigan Department of Education's definition of a Completer, students must complete 12 segments of a CTE program with a grade of C or better in each trimester or semester in order to be eligible to receive a Certificate of Achievement for their CTE program. Grades cannot be averaged. Each trimester/semester grade must be a C or better.
- Students do not have to meet the above Completer requirements in order to be eligible for the following DCTC certificates:
  - Perfect Attendance
  - Outstanding Attendance
  - Certificate of Excellence



# CIP-Self Review

- Flash drives will be distributed pre-loaded with the DCTC information in March
- ALL CIPs must be completed in Navigator prior to May 1<sup>st</sup>, 2019

2018-19 CIP SELF-REVIEW INFORMATION SHEET for NAVIGATOR ([www.ctenavigator.org](http://www.ctenavigator.org))

SECTION	EVIDENCE ITEM	SUPPLIER	UPDATED	NOTES
<b>C01 - PROGRAM TEACHER CERTIFICATION</b>	<b>ANNUAL AUTHORIZATION - IF APPLICABLE</b>	<b>PERRY</b>	<b>ANNUALLY</b>	
C01 - PROGRAM TEACHER CERTIFICATION	INDUSTRY-SPECIFIC CREDENTIALS	INSTRUCTOR	AS NEEDED	Make sure name on credentials matches MOEC's and Navigator profile.
C02 - PROGRAM TEACHER PD	DOCUMENTATION OF ONE CIP-RELATED PD (within last 5 yrs.)	INSTRUCTOR	ANNUALLY	Only upload agenda & registration receipt
C02 - PROGRAM TEACHER PD	District-provided PD LIST FOR CURRENT YEAR	INSTRUCTOR	ANNUALLY	Secure official document from district
C06 - ADVISORY:INDUSTRY EXPERTS	AGENDAS FOR EACH MEETING (at least twice yearly)	INSTRUCTOR	ANNUALLY	Not Pre-loaded if held with DCTC. Upload in Box 2.
C06 - ADVISORY:INDUSTRY EXPERTS	COMMITTEE ROSTER WITH AFFILIATIONS & CONTACT INFO.	INSTRUCTOR	ANNUALLY	Minimum 2 industry per instructor. Roster must also include post-sec and parent representatives. <b>UPLOAD IN Box 1</b>
C06 - ADVISORY:INDUSTRY EXPERTS	INDUSTRY CHAIRPERSON ID'D ON ROSTER	INSTRUCTOR	ANNUALLY	Chairperson <b>MUST</b> be from CIP-specific business/industry
C06 - ADVISORY:INDUSTRY EXPERTS	ADVISORY COMMITTEE SIGN-IN SHEETS	INSTRUCTOR	ANNUALLY	Make sure names on sign in sheets are reflective of roster. Upload in Box 2
C06 - ADVISORY:INDUSTRY EXPERTS	MEETING MINUTES FOR EACH MEETING	INSTRUCTOR	ANNUALLY	Minutes need to follow agenda. Also needs to reflect committee input on planning, development, operation and maintenance of program. <b>PLEASE BE SURE ALL PERS INVOLVED ARE LISTED AT TOP OF MINUTES.</b> Upload in Box 2
C06 - ADVISORY:INDUSTRY EXPERTS	EQUIPMENT INVENTORY W/ PURCHASE DATES; TEXTBOOKS/SOFTWARE COPYRIGHT DATES	INSTRUCTOR	ANNUALLY	Equipment inventory reviewed by advisory committee once a year. Program name and CIP should be at top of form. Upload in Box 3
C10 - STANDARDS:COURSE CONTENT	MOST CURRENT GAP ANALYSIS (consolidated if applicable)	INSTRUCTOR	AS NEEDED	Electronic GAP Analysis needs to be completed. Keep back up copy. Upload in Box 1
C10 - STANDARDS:COURSE CONTENT	SYLLABUS (make sure it has current year and re upload)	INSTRUCTOR	AS NEEDED	Must be aligned with segment sheet by segment delivery sequence. Separate syllabi needed for 2nd year (segment Q) which indicates <b>ONLY</b> segment Q and lists higher level standards (CANNOT REPEAT SAME STANDARDS VERBIAGE ON SEGMENT Q'S LARS. Upload in

# CIP-Self Review (cont.)

After reviewing the 20% of 2017/18 Programs, WC RESA has made the following recommendations when uploading CIP Information:

**C02:** District generated professional development list

**C06:**

- If having combined advisory meetings from different buildings, items discussed must be reflected as building specific in minutes (PSN)
- Equipment Inventory must be reviewed by advisory members yearly
- Chairperson in minutes must match identified chairperson on roster or change must be reflected in the minutes
- Minutes must follow the agenda set by DCTC. Include discussion of additional topics under "other".

**C10:**

- WBL must have a description (sustained interactions with employers in workplace setting, first hand engagement with tasks required of a given career field)
- List of students – must have first name or student number
- Current school year along with CIP and PSN must be on all syllabi

**C13:** Posters showing gender & cultural diversity in field

# CIP-Self Review (cont.)

**C10:**

- WBL documentation must include the following:
  - Sustained interactions with employers in workplace setting
  - Specific student tasks achieved during interaction
- List of students – must have first name only or student number.

[illegible]



# CIP - Self Review (cont.)

- Changes in CIP self review are due to new regional and MDOE policies.
  - Revised CIP self-review sheet for Navigator
  - Assurance form in folder
  - There's no need to fear, Ginger is here.
    - (Ginger's objections to the comic were overruled by the rest of us)



# TRAC book review

- BAMO – OCHS
  - Health Occ – GIHS
  - Marketing – SAHS
  - BAMO – WHS
  - Marketing – OCHS
  - BAMO – SAHS
  - EMT/CJ – THS (last year)
- 
- ALL CIPs must be completed in Navigator prior to **May 1<sup>st</sup>, 2019**

# CIP-submission schedule

REGION 25  
2018-19 Calendar of CTE Navigator Scheduled Uploads  
ctenavigator.org

Directions: All Region 25 programs identified as part of the 2018-19 20% Monitoring Schedule are required to follow the provided CIP Self-Review Calendar. Previous year(s) documentation is to be removed from Navigator, being sure to keep digital copies of all documentation for a minimum of 5 years at your school. Label all files appropriately with the current school year (Ex: 18-19 Program Delivery Model). Examples and Templates are located on the CIP Self Review Google Drive: <https://drive.google.com/drive/folders/0B0zGu9m3AXpxUWN0RHhtNEtEVfk?ths=true>.

October	
11	<b>PROFILE &amp; LICENSURE - Industry Certifications</b> <ul style="list-style-type: none"> <li>Be sure name in Navigator matches what is found in MOECS</li> <li>Important to upload Industry Certifications</li> <li>You are <u>not</u> required to upload teaching credentials</li> </ul>
	<b>C01 – PROGRAM TEACHER CERTIFICATION</b> <ul style="list-style-type: none"> <li>You are not required to upload teaching credentials or AOAs</li> <li>Be sure name on credentials matches what is found in MOECS</li> </ul>
25	<b>C10 - IMPLEMENTATION OF PROGRAM STANDARDS</b>
	<b>Box 1</b> GAP ANALYSIS (electronic version is preferred) <ol style="list-style-type: none"> <li>Log into Navigator</li> <li>Go to the "Programs" tab and click on "My Programs"</li> <li>Click on the most current set of standards for your CIP</li> <li>Go to the bottom left hand side of the screen in the "Links" box and click on "My Gap Analysis"</li> <li>Once you have completed your Gap Analysis:               <ol style="list-style-type: none"> <li>Click on the side bar at the end of the document that says "Save". Your Gap Analysis will be stored in MCCTE Navigator.</li> <li>Save a PDF of the Gap Analysis document and upload that file into Section C10 of your program's CIP Self-Review.</li> </ol> </li> </ol>
	<b>Box 2</b> COURSE SYLLABUS <ul style="list-style-type: none"> <li>If multiple teachers, include all teachers names on document(s)</li> <li>Include current school year</li> <li>Include course(s) description(s)</li> <li>If a one-year program, the syllabus/syllabi must cover the entire year; if a two-year program, the syllabus/syllabi must cover the entire two years; etc.</li> <li>Include a syllabus for all Segment Q courses. Q courses must have identified standards above and beyond the 12 segments that are advanced study.</li> </ul>
	<b>Box 3</b> PROGRAM DELIVERY MODEL (segmenting document) <ul style="list-style-type: none"> <li>Should be signed and dated by all teachers of record for the applicable CIP Code/PSN</li> <li>Be sure that your CTE Director and CTEIS Data Entry Staff has current copy</li> </ul>

# CIP-Submission Schedule

- Monthly updates for reviewed programs
  - October 11 -- Profile & licensure +C01
  - October 25 – C10 (Implementation of Program Standards)
  - November 29 – C13 (Strategies to Eliminate Barriers)
  - December 13 – C06 (Program Advisory Committee)
- See submission schedule for the rest of the dates....

# National Technical Honor Society

## • **Instructor FYI:**

- The GPA requirements are determined by the NTHS and cannot be changed.
- Students must submit Official Transcripts.
- Teachers must submit all required criteria and required paperwork by due date for students to be considered.
- No checks will be accepted until the student has been selected for NTHS.

## • **Criteria:**

- Overall 3.0 GPA
- CTE Program 3.3 GPA
- Membership and participation in CTSO
- Official transcript
- Application
- 2 Letters of recommendations



Induction Ceremony: January 24, 2019

# 2017-2018 Outstanding Student Scholarship Winners



*Melina Losek*

Woodhaven High School  
Marketing Program at  
Woodhaven High School

*David Frond*

Flat Rock High School  
Health Sciences Program at  
Flat Rock High School

*Madison Yoakum*

Carlson High School  
Dental Program at  
Woodhaven High School

*Elizabeth Quinn*

Carlson High School  
I.T. Program at  
Airport High School

Teacher of the Year -

Karen Boonenberg  
Flat Rock High School  
Health Sciences



# Questions?

