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## Career & Educational Advisory Council

### Meeting Minutes

March 25, 2019

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**CALL TO ORDER** – Committee vice-chair, Tommy Cameron, called the meeting to order at 1:00 p.m. at Kalamazoo RESA, 1819 E. Milham Avenue, Kalamazoo, Michigan 49002.

#### **MW SOUTHWEST CEAC MEMBERS PRESENT**

Paul Aivars, alternate for Geisler (GOCC)  
Kim Bell (Local District)  
Thomas Cameron (SJCISD)  
Dr. Deb Coates (KVCC)  
Denny Hunt (Educator)

Jerry Johnson (CISD)  
David Maurer (PS)  
James Sertic (PS)  
Tim Staffen (CISD)

#### **STAFF PRESENT**

Kathy Olsen (MWSW)

#### **OTHERS PRESENT**

Rey Guzman (TIA/WDA)

#### **MW SOUTHWEST CEAC MEMBERS ABSENT**

Morris Applebey (Labor-Kalamazoo Electrical JATC)  
James Brylowski / Michael Corliss, alternate (Labor-SW MI Building Trades)  
Jill Gernaat (Parent)  
Dr. Jan Karazim (KCC)  
Jason Luke (SW MI STEM)

Laura McGuire (PS-DENSO)  
Deb Miller (KRESA)  
Windy Rea (Job Corps)  
Randy Sowles (Branch ISD)  
Ken Willcutt (Labor-Plumbers, Pipefitters, HVACR)

#### **INTRODUCTIONS/ANNOUNCEMENTS**

Individuals present introduced themselves and the agency they represented.

#### **MINUTES**

**Motion made by Paul Aivars and supported by Tim Staffen to approve the Michigan Works! Southwest Career Educational Advisory Council (CEAC) February 4, 2019 meeting minutes. Motion carried.**

#### **CAREER AND TECHNICAL EDUCATION REPORTS**

**Region 21** - Tim Staffen reported a tentative allocation in the amount of \$481,120 for Career Technical Education (CTE) for Barry, Branch and Calhoun Intermediate Schools Districts. He reported the funding is to

support eight core performance indicators that have been identified by the state and federal governments as a guide for CTE program development, improvement and enrollment; as well as for program evaluation. The region's CTE Perkins funds will be used to address the needs of special population students in several areas that were outlined in the report that was distributed with the agenda packet. Mr. Staffen further reported that five percent of the total grant will cover administrative expenses for Barry, Branch and Calhoun ISDs. Approximately \$10,000 will be directed to professional development for CTE staff and counselors in the region. The remainder of the grant will be allocated according to an agreed-upon formula: Fifty percent (50%) will be distributed to CTE programs with 20% to Barry ISD, 20% to Branch ISD and 60% to Calhoun ISD; and 50% will be distributed to CTE programs based upon CTE student hours with 10% to Barry ISD, 29% to Branch ISD and 61% to Calhoun ISD. Thus, the total allocations were reported to be \$69,465 for Branch ISD, \$116,507 for Branch ISD, and \$285,148 for Calhoun ISD. See the attached report for further details.

**Region 20** – Tommy Cameron reported a tentative allocation in the amount of \$521,864 for Career Technical Education (CTE) for Kalamazoo and St. Joseph Intermediate Schools Districts. He also reported the funding is to support eight core performance indicators that have been identified by the state and federal governments as a guide for CTE program development, improvement, and enrollment; as well as for program evaluation. The region's CTE Perkins funds will be used to address the needs of special population students in several areas that were outlined in the report that was distributed with the agenda packet. Mr. Cameron further reported that up to five percent of the total grant will cover administrative expenses for Kalamazoo RESA and St. Joseph ISD (Kalamazoo \$19,308, St. Joseph \$6,784). Region 20 will use the remaining funds for the activities outlined in the report that was distributed with the agenda packet. See the attached report for further details..

### **MiSTEM NETWORK**

Tim Staffen reported two sets of professional development trainings focused on Project Based Learning (PBL) are being promoted in Prosperity Region 8. The flyers were included in the agenda packet.

Kalamazoo RESA is sponsoring Buck Institute's Gold Standard of PBL and a PBL Coaching: How to Successfully Coach PBL. There is a fee associated with both trainings. They will be offered at Kalamazoo RESA on August 13, 14, 1nd 15, 2019 from 8:30 a.m. – 3:30 p.m.

The MiSTEM Network Southwest Region is sponsoring three additional two-day events for PBL professional development are also scheduled and there is no-charge for these trainings. One will be held at Niles New Tech High School from 8:30 a.m. - 3:30 p.m. on June 26 and 27, 2019. The second will be held at Schoolcraft Community Schools on July 9 and 10, 2019 from 8:30 a.m. – 3:30 p.m. and the third session will be held at the Calhoun Area Career Center on August 4 and 5, 2019 from 8:30 a.m. – 3:30 p.m.

The MiSTEM offerings are a good professional development opportunity for support staff or for teachers exploring PBL. The Buck Institute offerings are a good option for staff making a full commitment to PBL. Each of the PBL training sessions requires pre-registration. For further information, contact Deb Kolberg at [Debra.Kolberg@kresa.org](mailto:Debra.Kolberg@kresa.org) or 269-250-9314.

Tommy Cameron reported recent grant opportunities have had an increased focus on Project Based Learning. Others reported that the trend is leaning toward PBL and the need for real world problems to engage business and industry.

### ADULT EDUCATION REQUEST FOR PROPOSAL (RFP)

Jerry Johnson reported Coldwater Public Schools will no longer provide Adult Education services and this leaves a gap in services in Branch County. Therefore, Calhoun ISD recently released a Request for Proposal (RFP) for additional Adult Education providers to ensure Prosperity Region 8 is fully served with Adult Education services. Although there is an immediate need to address the gap in Branch County, the RFP is open across the region to identify any additional new potential vendors. School Districts seeking to receive Section 107 funding to provide Adult Education programming, that are not already approved to do so, are required to submit a completed application by the close of business, Friday, April 12, 2019. He further reported that Calhoun ISD serves as Prosperity Region 8 Fiscal Agent for the Adult Education funding appropriated through Section 107 of the Michigan School Aid Act. The funds administered by Calhoun ISD are only for Prosperity Region 8 which includes all school districts within the counties of Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and VanBuren.

### CEAC METRICS

Kathy Olsen asked members to report on career and exploration events that occurred since the last CEAC meeting, as well as any that are planned in the upcoming months. The following events were reported:

- Camp Invention, STEM summer programs, that occurred last summer at Calhoun ISD will not take place this summer due to this year's extended school year and the starting of the 2019-20 school year prior to Labor Day.
- Branch Area Career Center is planning on [Camp Invention Supercharged sessions](#) in June, 2019 for grades K-6.
- Branch Area Career Center [summer career exploration sessions](#), also in June, 2019 for middle and high school age youth.
- The Calhoun Area Career Center held a Career Day with 8-10 employers on April 24, 2019. Community representatives presented to each program.
- MiCareerQuest St Joseph County will not be held in 2019 at Glen Oaks Community College; however, there is discussion that one may be scheduled in October for Sturgis, Burr Oak and White Pigeon Schools.
- A Military and Public Services Career Day was held in Calhoun County on November 19, 2018. Types of employment opportunities included Military jobs, MDOT, DE, DNA, MSP and EMTs.
- A Career Connections Day was held on December 13, 2018. This included 40 employers and industry representatives.
- A Farmer's Day 2019 in partnership with MSU Extension occurred in Branch County on February 18, 2019.
- Kalamazoo Valley Community College is presenting three-minute career segments on WWMT every month. One focused on culinary programs is scheduled for March 8, 2019. It was also reported that the KVCC Chef is competing on the Food Network on March 18, 2019.
- In Calhoun County, a Sophomore Future Track occurred in March 2019 where employers hosted students to provide tours and inform them about various career paths, available jobs and required training.

- A Career Fair was held on March 20, 2019 at Kalamazoo Valley Community College.
- Sophomores in every School district in St. Joseph County attended Career Exploration Days at Glen Oaks Community College.
- In Kalamazoo County, instead of holding a one-day STEM Showcase event, individual classes are being scheduled to visit employers where students will have the opportunity to tour the company and to meet with company employees to learn about careers with that employer and industry. Humphrey Products hosted two groups, both were 8<sup>th</sup> grade students. Other company visits are in the process of being scheduled.

#### MEMBER UPDATES

Tommy Cameron reported the St. Joseph ISD Board approved to put a millage for CTE on the November ballot. There is a lot of support from local businesses and if passed, the budget would more than double.

The Southwest Michigan Consortium plans to apply for the next round of Marshall Plan funding. The application will include a request for funding to support career navigators in the seven counties in Southwest Michigan.

Tim Staffen reported Calhoun ISD is moving their fall start date for school to August 21, 2019. Teachers would need to report on August 14. There is a lot of energy around finishing a semester prior to the Christmas holiday break.

Jim Sertic reported the Advanced Manufacturing Career Consortium has been in existence since 2011 and a subgroup of members recently met with representatives from the State. It is important to leverage existing CTE students and their parents to help get the message out regarding the great careers in manufacturing. Michigan's Department of Talent and Economic Development (TED) Going PRO campaign is a good start. The next meeting of the Manufacturing Consortium is April 12, 2019 at 7:30 a.m. at Kalamazoo Valley Community College's Groves Center. One for the presenters at the meeting will be from the State.

Rey Guzman reported it is important to connect to existing initiatives and programs and not duplicate. He also reported that he is observing a lot of good things happening in Region 8. He will be attending an event at the Branch ISD tomorrow with representative from TED. He also stressed the need for stories to be shared with those in Lansing as it helps to solidify the need. He encouraged the used of social media to reach parents and student.

Dave Maurer reported Kalamazoo RESA has been working to redesign the way Career Technical Education is offered in Kalamazoo County. KRESA recognizes that the current structure is not working and there is an immediate need to increase enrollments to help meet the employer demand. The redesign committee has formed three subcommittees to work on career exploration, program design, and work-based learning that includes co-op and internships. Once finalized, the plan will be presented to the KRESA Board.

#### PUBLIC COMMENTS

None

#### UPCOMING EVENTS / ANNOUNCEMENTS

- Career.Life.Expo. – Tuesday, March 26, 2019 from 12:00-5:00 p.m. at the Kalamazoo Expo Center, 2900 Lake Street, Kalamazoo, Michigan.

- Glen Oaks Community College / MI Works! Southwest and DHHS Job Fair – Tuesday, April 16, 2019 from 3:00-5:00 p.m. at GOCC Gymnasium, 62249 Shimmel Rd, Centreville, Michigan. Branch County Hiring Blitz – Wednesday, May 8, 2019 from 9:30 a.m. – 3:00 p.m. at the KCC Grahl Center, 125 Seeley Street, Coldwater, Michigan.
- Workforce Development Board meeting for Michigan Works! Southwest – Friday, May 10, 2019 from 8:00-9:30 a.m. at Branch Intermediate School District, 370 Morse Street, Coldwater, Michigan.
- Project Based Learning Professional Development at KRESA, CACC, Schoolcraft and Niles – see above for details.

#### **NEXT MEETING**

The next meeting of the Michigan Works! Southwest CEAC is scheduled for Monday, September 16, 2019 from 1:00-3:00 p.m. at Kalamazoo RESA. A May meeting was left as an option should it be necessary.

#### **ADJOURNMENT**

With no further business to conduct, the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

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Kathy Olsen, CEAC staff support

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Tommy Cameron, Vice-Chair CEAC

**BARRY/BRANCH/CALHOUN – Region 21**  
**Secondary Career and Technical Education Perkins Grant**

- I. Program Name:** Secondary CTE Perkins IV/V Grant
- II. Program Dates:** July 1, 2019-June 30, 2020
- III. Funding Source:** Carl D. Perkins Career and Technical Education Act of 2006 (federal)
- IV. Tentative Allocation:** **\$481,120**

**V. Grant Purpose:** Funds from this grant support state-approved career and technical education (CTE) programs that provide students with academic and technical knowledge and skills in Grades 9-12 for further education and careers. Specific emphasis is given to at-risk special populations in CTE programs including disabled, economically disadvantaged, nontraditional, single parent, limited English proficiency and juvenile offenders.

**VI. Program Description:** Eight core performance indicators have been identified by the state and federal governments as a guide for CTE program development, improvement, and enrollment; and also for program evaluation. The region's CTE Perkins funds will be used to address the needs of special populations students in these areas:

- 1S1 - Academic attainment in Reading/Language Arts as measured by the Michigan Merit Exam
- 1S2 - Academic attainment in Mathematics as measured by the Michigan Merit Exam
- 2S1 - Technical skill attainment
- 3S1 - Secondary school completion
- 4S1 - Student graduation rates
- 5S1 - Placement in work, post-secondary education, or the military following graduation
- 6S1 - Nontraditional participation (CTE participants enrolled in programs nontraditional for their gender)
- 6S2 - Nontraditional completion (CTE participants who complete a program nontraditional for their gender)

**VII. Funding Formula:** Five percent of the total grant will cover administrative expenses for Barry, Branch and Calhoun ISDs. Approximately \$10,000 will be directed to professional development for CTE staff and counselors in the region. **The remainder** of the grant will be allocated according to this agreed-upon formula:

- 50% will be distributed to CTE programs with 20% to Barry ISD, 20% to Branch ISD, 60% to Calhoun.
- 50% will be distributed to CTE programs with 10% to Barry ISD, 29% to Branch ISD, and 61% to Calhoun based upon CTE student hours.

**VIII. Activities: Barry ISD** will use Perkins funds in the following ways:

- Continue funding an Agriculture program paraprofessional at Hastings High School to increase the support for reading/language arts skills for CTE students. (*1S1, Special Populations--\$4,458*)
- Continue funding a Business program paraprofessional at Hastings High School to increase the support for reading/language arts skills for CTE students. (*1S1, Special Populations--\$4,372*)
- Continue funding a paraprofessional at Hastings High School to increase the support for math skills for CTE Construction Trades students. (*1S2, Special Populations--\$11,208*)
- Continue funding a paraprofessional at Hastings High School to increase the support for math skills for CTE Culinary Arts students. (*1S2, Special Populations--\$3,715*)
- Continue funding a paraprofessional at Hastings High School to increase the support for math skills for CTE Engineering Design students. (*1S2, Special Populations--\$5,279*)
- Hastings will provide additional staff time to administer CTE follow-up surveys, and to record, retrieve and analyze the data. (*5S1, Evaluation and Assessment--\$3,361*)
- Hastings staff will work with CTE students to explore career options, organize visits to post-secondary institutions, and assist with college applications. (*5S1, Guidance and Counseling--\$27,282*)
- Delton Kellogg staff will purchase updated curriculum for the Construction Trades program to improve instruction for CTE Construction Trades students. (*2S1, Program Improvement--\$6,184*)
- Continue funding career resources for Delton Kellogg H.S. (*5S1, Guidance and Counseling--\$1,200*)
- Administration/Coordination--\$2,406

**TOTAL ALLOCATION: \$69,465**

**Branch ISD**, through the Branch Area Careers Center, will use Perkins funds in the following ways:

- Continue to support one certified counselor (*5S1, Guidance and Counseling--\$22,828*) and a second certified counselor (*3S1/4S1, Guidance and Counseling--\$22,828*) to work with special populations students to help plan their academic and skill-related programs; help them develop future plans for education, training, and employment; and provide counseling as needed. One of the counselors will serve as the special populations' coordinator. The other will provide study skills training and assistance to help 30 at-risk students succeed in their CTE programs.
- Support for an academic Math teacher (*1S2, Integration of Academics--\$23,705*) and for an English/Language Arts teacher (*1S1, Integration of Academics--\$23,705*) to co-teach with CTE instructors on the integration of academics (Math & English/Language Arts) into our CTE curriculum.
- Continue to support an attendance coordinator (*3S1/4S1, Special Populations--\$11,265*) to work with students, parents, teachers and counselors to improve students' attendance.
- Continue to provide the services of a paraprofessional dedicated to one program with high special populations' enrollment to help students develop necessary skills for academic and technical success. (*1S1, Special Populations--\$1,200*)
- Support online assessments (WorkKeys and the Career Readiness Certification Process) on the integration of academics in CTE programs (*1S1 & 1S2, Integration of Academics--\$2,000*)
- Funding for content area professional development for CTE instructors and staff. (*2S1, Professional Development--\$2,000*)
- Administration/Coordination--\$6,976

**TOTAL ALLOCATION: \$116,507**

**Calhoun ISD**, through the Calhoun Area Career Center, will use Perkins funds in the following ways:

- Contract with a math teacher who will provide academic support for CTE students and teachers. (*1S2, Integration of Academics--\$25,000*)
- Continue to support a work-based specialist to place students in business and industry in a variety of work-based learning opportunities. (*5S1, Education/Business Partnerships--\$34,099*)
- Work-based learning/placement supplies will be purchased for CTE students. (*5S1, All Aspects of Industry--\$3,000*)
- Contract with ESL Consultants to provide support for CTE students and their families with limited English proficiency. (*3S1/4S1, Special Populations--\$22,669*)
- Funding for an articulation coordinator to coordinate and maintain articulation agreements for CTE programs. (*5S1, Secondary Placement--\$20,880*)
- Funding for content area professional development for CTE instructors and staff. (*2S1, Professional Development--\$20,000*)
- Continue to support a data specialist who collects, analyzes, evaluates, and reports CTE data. (*1S1 & 1S2, Evaluation and Assessment--\$36,186*)
- Contract with a consulting agency to conduct follow-up surveys. (*5S1, Eval. and Assessment--\$6,000*)
- Funding for a career development coordinator who will work with CTE students on career assessments, EDPs, and portfolio development. And, continued funding for Internet based career resources for CACC and area high schools. (*5S1, Guidance and Counseling--\$66,760*)
- Continue to support a special populations coordinator to provide support and monitor progress for special populations students. (*3S1/4S1, Guidance and Counseling--\$20,880*)
- Develop and distribute outreach materials to students/parents about nontraditional careers/CTE options. (*6S1, Guidance and Counseling--\$10,000*)
- Provide a workshop for females enrolled in CTE programs nontraditional for their gender. (*6S2, Guidance and Counseling--\$5,000*)
- Administration/Coordination--\$14,674

**TOTAL ALLOCATION: \$285,148**

## **Kalamazoo and St Joe – Region 20 Secondary Career and Technical Education Perkins Grant**

- I. Program Name:** Secondary CTE Perkins IV Grant
- II. Program Dates:** July 1, 2019-June 30, 2020
- III. Funding Source:** Carl D. Perkins Career and Technical Education Act of 2006 (federal)
- IV. Total Allocation:** **\$521,834**
- V. Grant Purpose:** Funds from this grant support state-approved career and technical education (CTE) programs that provide students with academic and technical knowledge and skills in Grades 9-12 for further education and careers. Specific emphasis is given to at-risk special populations in CTE programs including disabled, economically disadvantaged, gender equity nontraditional, single parent, limited English proficiency and juvenile offenders.
- VI. Program Description:** Eight core performance indicators have been identified by the state and federal governments as a guide for CTE program development, improvement, and enrollment; and for program evaluation. The region's CTE Perkins funds will be used to address the needs of special populations students in these areas with special emphasis on indicators that are bolded and italicized:
- 1S1 - Academic attainment in Reading/Language Arts as measured by the Michigan Merit Exam
  - 1S2 - Academic attainment in Mathematics as measured by the Michigan Merit Exam
  - 2S1 - Technical skill attainment as measured by technical skill assessments
  - 3S1 - Secondary school completion
  - 4S1 - Student graduation rates
  - 5S1 - Placement in work, post-secondary education, or the military following graduation
  - 6S1 - Nontraditional participation (CTE participants enrolled in programs nontraditional for their gender)**
  - 6S2 - Nontraditional completion (CTE participants who complete a program nontraditional for their gender)
- VII. Administration/Coordination:** Up to Five percent of the total grant will cover administrative expenses for Kalamazoo RESA and St Joe ISD (*Kalamazoo \$19,308, St Joe \$6,784*).
- VIII. Activities: Region 20** will use Perkins funds in the following ways:
- Region 20 CTE personnel will administer CTE follow-up surveys, and to record, retrieve, analyze the data. (*1S1, Use of Quality Data—St Joe \$29,050 and nonfederal match*)
  - Region 20 CTE students will receive additional academic support through online delivery methods which are applicable for career based CTE curriculum--i.e., CareerSuite. (*1S2, Support-nonfederal match*)
  - Region 20 CTE personnel will provide CTE program expectations, prerequisites, eligibility requirements for CTE programs and programs of study in published materials to sending school counselors, parents, and potential students. (*2S1, Appropriate Placement—Kalamazoo \$65,906*)
  - Region 20 CTE instructors/personnel will attend professional development activities for program improvement and increased student achievement on technical assessments. (*2S1, Program Standards—Kalamazoo \$200, St Joe \$3,529*)
  - Region 20 Special Populations CTE personnel (coordinator, technical/instructional assistants) will provide services to assist CTE special populations students for successful completion with post-secondary articulation opportunities. (*3S1/4S1 Secondary School Completion/Student Graduation, Attendance, Support Services—Kalamazoo \$120,103, St Joe \$48,354 and nonfederal match*)
  - Region 20 CTE personnel will partner with program advisory committees and the regional business and industry community to place CTE students in work-based learning opportunities as well as offering opportunity for potential CTE students in regional career fairs. (*5S1, Employer Involvement—Kalamazoo \$126,744*)
  - Region 20 CTE personnel will provide an opportunity for potential CTE student to explore nontraditional careers through an open house and/or program orientations, career fairs. (*6S1, Outreach—Kalamazoo \$26,948, St Joe \$1,399 and nonfederal match*)
  - CTE Special Populations Coordinators/CTE personnel (inclusive technical/instructional assistants) will engage in sustained efforts to retain students to complete CTE training in nontraditional programs for their gender. (*6S2, Support—Kalamazoo \$26,948, St Joe \$53,345 and nonfederal match*)