

Memo to: Board of Trustees  
Memo from: Derek City  
Re: CTE Coordinator Recommendation  
Date: April 21, 2014

We posted the newly approved position of Career Tech Education (CTE) Coordinator in March and received 22 applications. All were external candidates. Five team interviews were conducted.

We are pleased to recommend Mary Smith to the Board for approval in the position of CTE Coordinator. If Ms. Smith receives Board approval tonight we anticipate a start date of early July 2014.

Background Information:

Mary has a total of 26 years in education. The past five years, Mary has worked with a team of educators to develop, promote and successfully open the Hollenstein Career and Technology Center in Eagle Mountain Saginaw ISD. During the development phase of the Hollenstein Center, Mary was involved in administering interest inventories to students to determine the direction of course offerings for students. She also worked with others to create and present the district's vision for the Hollenstein Center to a variety of stakeholders such as the chamber of commerce, local business and industry, community members, parents, students, and staff.

She has invaluable experience in meeting with the workforce commission and other organizations like the Hill group which identifies skill sets students need to be successful in the workforce and college and career opportunities. She has tapped into these resources to help create local advisory committees to support students and teachers at the Hollenstein Center.

Most recently, she has worked in collaboration with NTSU and TCC for developing dual credit opportunities for students.

Additionally, Mary has a wealth of knowledge and experiences in the development of a broad spectrum of Career Technology programs for students. She has experiences in dealing with the following CTE programs: Health Science Technology, Cosmetology, Auto Technology, Legal Services and Law Enforcement, Media and Technology, Culinary Arts, Advanced Manufacturing, Planning and Construction, Information Technology, and STEM.

Dana Eldredge, the Director of Career Technology, said this about Mary, "She is the total package. She has the knowledge, skills, and experience to develop a quality CTE program. She has experience as a CTE teacher, lead high school counselor, CTE counselor, and has been functioning as an administrator for the Hollenstein Center without the title. She understands Perkins funding, how to work a master schedule, and how to bring a team of people together for a common vision. But most importantly, she is a dedicated educator who bases her daily decisions on what is best for students."

