

DCTC CONTACT LIST

Phone: 734-782-3194

JOHN NASARZEWSKI, DIRECTOR**EXT. 1**jnasarzewski@dctcschools.org

JULIE BERGERON, PROJECT COORDINATOR**EXT. 2**jbergeron@dctcschools.org

- Perkins Grant / Funds
- Added Cost Funds
- Office Budgets
- CTE Program Budgets
- Accounts Payable
- District Reimbursements
- Reimbursement Requests / Approval
- Field Trip/Competition Funds
- Instructor Stipends
- Employee Contracts
- Ordering Office Supplies
- Career Expo

BARB RATUSZNIK, CTEIS SPECIALIST**EXT. 4**bratusznik@dctcschools.org

- CTEIS Reporting
- CTE Program Enrollment
- Dual-Enrollment
- Program Applications
- Annual Career Authorization
- Teacher Certification
- SCECH Coordinator
- Enrollment/Tuition Audit
- Roster Verification
- Follow-up Survey Coordinator
- WBL/Credential Reporting
- Program Licensure/Renewal
- Attendance Liason
- Grade Colletion
- Transportation Scheduling
- Instructor Contacts

KRISTIN COOPER, ADMIN. ASSISTANT TO PROJECT COORDINATOR**EXT. 0**kcooper@dctcschools.org

- Transportation (Ext 0 For Transportation Issues)
- DCTC Calendar
- Meeting/Event RSVP's
- General Information
- Reimbursement Requests - Emailing Business Office/Instructors Approvals
- Continuous Monitoring & Communications Regarding Reimbursement Requests
- Auditing Invoices For Reimbursement
- SMART Financial Reimbursement Entries & Submissions
- Paraprofessional Timesheet (Collects Data)
- Special POPs Reports (Collects Data)
- 5th Grade Initiative & Visits
- 8th Grade Career Expo
- Career Expo & Program Visitations
- Scholarship Submissions
- Student Recognition Nominations
- Student Recognition Dinner
- CTE Program Application Submissions

SUE TARROW, STUDENT SERVICES COORDINATOR**EXT. 3**starrow@dctcschools.org

- Articulation / Direct Credit / Dual Credit
- CIP Self Review
- Freshman Orientations
- New Programs
- Core Performance Indicators (CPI)
- Instructor Liaison
- Paraprofessionals Coordinator
- Special Populations Coordinator
- 5th Grade Initiative & Visits
- 8th Grade Career Expo

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