



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

October 2, 2009

TO: Intermediate School Superintendents

FROM: Carol Wolenberg, Deputy Superintendent, Department of Education *CW*  
Jon Tomlanovich, Associate Executive Director, MAISA *JT*

SUBJECT: Train the Trainer Workshop

In November of 2006, the first MDE/MAISA Partnership Action Plan for the Darkening the Dotted Lines initiative was signed by Superintendent of Public Instruction Mike Flanagan and MAISA Executive Director William Mayes. The agreement set forth the process to implement a system of regular and comprehensive planning and governance for joint partnership activities. A committee structure was put in place to carry out these mutually agreed upon activities that are intended to build capacity and create efficiencies.

The Monitoring and Compliance Committee was formed to identify and target professional development/technical assistance in the following major areas: procurement, timekeeping, allowable costs and cash management.

The Committee membership consists of MDE and ISD representatives and members have been working over the last two years to develop training materials on each of these topic areas. This training will be beneficial to all ISDs in helping to improve internal processes and procedures in addition to having a consistent package of training materials for use with local school districts.

This letter is an invitation to you to attend a "Train the Trainer" workshop to be held on Wednesday, October 21, 2009, from 8:30 a.m. until 4:00 p.m. at the Capitol Commons Civil Service Building in Lansing (see attached map). At the workshop, you will receive an orientation to the tools and resources that have been developed to assist you in implementing professional development with local districts. You will receive the materials on a flash drive, so please bring a laptop. An agenda is attached.

Please respond by Monday, October 12<sup>th</sup>, to Janice Ambs at [ambsj@michigan.gov](mailto:ambsj@michigan.gov). We sincerely appreciate your participation in this training. Thank you.

Attachments

cc: William Mayes, MASA  
David Martell, MSBO  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCSA

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# ISD Financial Management Professional Development

## Train the Trainer Workshop

### **Agenda October 21, 2009 Capitol Commons Building Lansing, MI Rooms A & B 8:30 – 4:00**

Participants will leave the workshop with:

- An awareness of the “Darkening the Dotted Lines” initiative
- An orientation to the tools and resources that have been developed
- A plan for implementing professional development
- An introduction to a knowledge base relating to the topics below

Introduction and Overview

“Darkening the Dotted Lines”  
ISD Monitoring and Compliance Subcommittee

Expectations

ISD Implementation of Professional Development  
Web Survey  
Training Plan  
Annual Plan  
Facilitation of the LEA Fiscal Review Tool

Technical Assistance and Training

Implementation Guide  
Web Survey (providing focus for PD)  
Professional Development Modules  
    Procurement  
    Timekeeping  
    Cash Management  
    Allowable Costs  
Resources  
Getting the Right People to the Meeting  
Implementation Plan  
LEA Fiscal Review Tool

Questions and Answers

Evaluation and Next Steps

