



Nicholas E. Ceglarek, Ed.D., Superintendent
Traverse Bay Area Intermediate School District

Patrick Lamb, Assistant Superintendent of Career & Technical Education
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October 30, 2020

Dear Career-Tech Center Families,

On October 29, the Michigan Department of Health and Human Services issued an order to move the Traverse City region to Phase 4 of the [MI Safe Start Plan](#) in an effort to slow the spread of COVID-19. With that directive, the Career-Tech Center (CTC) will transition to a hybrid model of instruction beginning Tuesday, November 3 as prescribed by the [TBAISD COVID-19 Preparedness and Response Plan](#).

While recognizing the strain this transition will place on each school district we serve, our objective is to maintain a productive learning environment for our center's technical instruction while supporting mitigation strategies that will help slow the spread of the virus. This hybrid model will allow us to reduce density within our classrooms by 50% by bringing assigned student groups into the center for two back-to-back days of in-person instruction and providing three days of remote assignments and synchronous sessions that will be led by our CTC academic and technical program instructors.

Each district will be provided with a schedule indicating what days their students will attend CTC. This will consist of a Monday/Tuesday cohort or Thursday/Friday cohort, with Wednesday being utilized as a full remote instruction day for all students. Our center will undergo additional deep cleaning and sanitizing each Wednesday and at the end-of-day Friday in preparation for the next cohort of students attending class at our facility.

As a reminder, there is no school for students on Monday, November 2, due to a previously scheduled Regional Staff Development Day for our school staff.

Schedules and information will be communicated to each student and posted on our [CTC website](#). We will continue to communicate with our school families through School Messenger as we work through our plan. We thank you for your patience as the circumstances of this pandemic evolve. If you have any questions please feel free to contact us at 231-922-6273.

Sincerely,

Patrick Lamb

Assistant Superintendent of Career & Technical Education and Community Outreach