

NORTHWEST EDUCATIONAL COUNCIL FOR STUDENT SUCCESS

NECSS BOARD MEETING MINUTES

Wednesday, March 9, 2016, 11:30 a.m.

Harper College, Room W-201

1200 W. Algonquin Road

Palatine, IL 60067

Dr. Sheila Quirk-Bailey, Chair

PRESENT: District 211: Dr. Daniel Cates
District 214: Dr. David Schuler
District 220: Dr. Brian Harris, Dr. Linda Klobucher
District 512: Dr. Ken Ender, Dr. Sheila Quirk-Bailey, Dr. Judy Marwick,
Maria Moten
NECSS: Cynthia Garcia, Gayle Banakis

1. Call to Order/Roll Call/Establishment of Quorum

- Chair, Sheila Quirk-Bailey, called the NECSS Board meeting to order at 11:35 a.m.
- Upon roll call, representatives from D211, D214, D220, and D512 were present.

2. Public Comments

- No public attendance or comments.

3. Consent Agenda

- Motion by K. Ender, seconded by D. Schuler, to approve the following Consent Agenda items:
 - a. Approval of Agenda for March 9, 2016 NECSS Board Meeting
 - b. Approval of Minutes of November 18, 2015 NECSS Board Meeting
 - c. Approval of Financial Transactions for November 2015-February 2016
- Upon roll call, the motion carried.

4. Informational Items

a. Executive Director Update-C. Garcia

- Please refer to Director's Report ([March 9, 2016 Directors Report.pdf](#)) for detailed updates on the following topics:
 - ✓ 60 by 25 Health Occupation TCI Mini-Grant – D211
 - Via NECSS, D211 received a mini grant offered by the 60 by 25 Network Leadership Committees in the amount of \$4,000. These funds will provide support for D211 students that participate in the student organization, HOSA (Health Occupations Students of America).
 - A similar grant was awarded to D214 to provide support for high school career exploration and preparation through Career Advisors.
 - ✓ CTE FY16 Grants
 - Postsecondary Perkins required Maintenance of Effort (MOE) was discussed at the February 2016 EFE Directors' meeting.

- Legislation was passed regarding the flow-through of the federal Perkins funds, but this legislation did not include the release of the required matching MOE funds. If the postsecondary MOE funds are not released, dollars may be lost for both secondary and postsecondary educational systems.
 - C. Garcia requested Board members take appropriate steps (contact your legislature) to support the release of the postsecondary Perkins MOE funds to the postsecondary institutions before June 30, 2016.
 - S. Schuler: Could we as a consortium allocate dollars to ensure our MOE does not decline?
 - **Action:** C. Garcia will investigate D. Schuler's inquiry.
 - C. Garcia: NECSS' allocation amount for FY16 state and federal funds is \$1.63 million.
 - J. Marwick: Harper received \$400,000 in federal funds.
 - D. Schuler does not anticipate Illinois requiring the return of FY16 dollars if MOE funds have not been released. Entities find a way to meet their MOE. There is more concern about budgetary planning for future years.
 - Board members voiced concern regarding the lack of a state budget, which may impact state universities and community colleges, prompting employee lay-offs and cuts in student services.
- ✓ North Carolina New Schools (NCNS) Grant Partnership
 - C. Garcia: I have been in contact with Dr. Quick of NCNS exploring a potential partnership for a new grant. The Education Innovation and Research Grant may fund the development and implementation of innovative approaches to improve student learning.
 - NECSS can continue the dialog with NCNS to confirm interest, partnership, and develop next steps.
 - Is Board supportive of partnering with NCNS?
 - Is Board supportive in creating an Early College Model with NCNS?
 - Will Board approve the assistance of a district-level grant writer to research and write a joint application with NCNS?
 - D. Schuler: Prior to partnering with NCNS, we may want to investigate any commitments that may be required of NECSS.
 - K. Ender inquired if this grant would support any of our current initiatives, i.e. the Power of 15.
 - **Action:** K. Ender proposed further discussion, review, and recommendation of partnering with NCNS take place via Coordinating Council.
- ✓ Harper's Apprenticeship on Demand (AOD) Grant
 - NECSS high school districts have partnered with Harper College on the Apprenticeship on Demand (AOD) Grant. This initiative promotes apprenticeship opportunities to high school seniors in the areas of Manufacturing, Insurance, and Logistics/Supply Chain.
 - Grant provides dollars to high school districts to promote awareness and marketing of Harper apprenticeship programs.

- K. Ender: Harper and Zurich have teamed to launch a first-of-its kind apprenticeship program for the insurance industry. We are working together to educate and train people for careers in insurance. The two-year program includes three days of on-the-job training at Zurich and two days of classes each week at Harper.
- K. Ender: Additional information on AOD grant may be requested from Robert Parzy, Director of Student Recruitment and Outreach at Harper College.

- ✓ Request for Dual Credit
- ✓ ILACEP – (Illinois Alliance for Concurrent Enrollment Partnership)
- ✓ Support for Internships and Career Selection
- ✓ Information Technology (IT) Learning Exchange: Advanced Raspberry Pi Workshop
- ✓ Finance STEM Learning Exchange
- ✓ English and Math Projects
- ✓ Career Cruising Outreach to Middle Schools and/or Junior High Schools
- ✓ Incoming 9th Grade Pathway Selection
- ✓ CTE Performance Data – Nontraditional
- ✓ Regional P-20 Council Update

b. Harper’s Summer Bridge Program-Judy Marwick

- With the assistance of NECSS’ Student Support Committee and feedback from high school counselors, Harper is launching a new summer bridge program titled “Harper College Summer Scholars.”
- Eligible Program Participants
 - All Harper-bound students that have graduated (class of 2016) from any school in D211, D214, and D220 and have at least one developmental college placement.
- Free, Four-Week Program Dates
 - July 11 – August 5, 2016
- Program Basics
 - One hour of college credit earned during the four-week program
 - Contextualized instruction in Reading and English
 - Customized instruction in Math
 - Introduction to campus resources
 - Exposure to the nuances of a college schedule
 - Opportunity to retake college placement test.
- Target
 - About 150 students; six or seven summer sections
- J. Marwick: If a high school graduate intends to take summer courses at Harper, the summer term counts as the previous year of funding. It will not impact the amount of financial aid a student receives for the next year. If a student has the FAFSA filled out and they qualify for the first year, those monies can be used in the summer.
- K. Ender: Georgia State University offers a similar program for at-risk students. This program aids students in completing the FAFSA and develops academic and interpersonal student success.
- D. Schuler: Through D214 “Redefining Ready!” initiative, completing the FAFSA form is an additional factor that may contribute to college success.

c. Dual Credit Update-M. Moten

- Please refer to [Dual Credit Presentation 3-9-16.pdf](#) for additional data
- Dual credit enrollment in FY13 = 1,800 students; dual credit enrollment in FY16 = 3,000 students. Increase of 58% may be attributed to the launching of the Power of 15 Program.
- S. Quirk-Bailey and L. Lopez presented to College Board on the Power of 15, AP, and Dual Credit offerings. This spring, 89% of D214 graduates will have earned college credit in Math and/or English.
- Dual Credit Process for a Harper Course (4-week turn-around time)
 - Submit Request Form to Harper (**two weeks** for Harper to review transcripts/credentials)
 - Harper Reviews Curriculum, Textbooks, Prerequisites, and Accreditation Requirements
 - Harper will Formalize Request
- S. Quirk-Bailey: For documentation purposes, districts will submit a Dual Credit Request Form to both NECSS and Harper. NECSS will notify other districts of course submittal and inquire if there is interest by other districts for course. If there is interest by other districts, Harper will set a meeting date. NECSS will inform districts of meeting date. This process will ensure all districts are informed of submitted dual credit requests. A Dual Credit Status Report will be reviewed at all monthly Council meetings.
- D. Schuler: Suggested high school districts and Harper meet to discuss PLTW dual credit requests.
- B. Harris: Harper did not approve high school teacher credentials for Physical Science Survey (PHS 101). Loyola University has reached out to Barrington 220 and approved teacher credentials for this course. Barrington 220 will move forward with a dual credit course in PHS 101 with Loyola University.

Discussion on Dual Credit Rosters, Prerequisites, and Registration Process

- J. Marwick: Harper faculty wants to verify students have prerequisites before they start a course.
- D. Schuler: We could give Harper 1st semester list of students to check prerequisites and then roster them in 2nd semester. Give credit in 2nd semester.
- J. Marwick: A dual credit course is expected to be a college course. It is not a college course if a student can take half of it and then decide to quit. Staff wants to know if high schools are going to start teaching their curriculum in the 1st semester. They want to know that every student who is sitting in that room has the required prerequisites. The easiest way would be is to teach a Literature course in 1st semester and teach ENG 101 in the 2nd semester. Then, prerequisites would not have to be met until ENG 101 started.
- M. Moten: A meeting will be scheduled with districts to review and streamline the dual credit prerequisite and registration process.

d. Upcoming Event Dates

1. June 8, 2016 NECSS Board Meeting – NECSS submits proposed FY17 budget to Board
2. August 2016 Board Meeting – Board approval of NECSS FY17 budget

Discussion on Proposed FY17 NECSS Budget

- D. Schuler: Does the state provide a dollar-to-dollar match for Perkins, or like Community Ed, does the state provide more than-the-dollar to dollar match?
- **Action:** J. Marwick offered to investigate D. Schuler's inquiry.
- D. Schuler: Voiced concern regarding CTE funding in Illinois and the possibility that Partnership may not receive sufficient funding. Inquired about funding for Career Advisors.
- G. Banakis: Career Advisors are not offered contracts until the grant has been approved and funded.
- K. Ender: If Partnership does not receive sufficient funding, we will rely on our internal talent to make things work.
- D. Cates: NECSS should prepare FY17 budget anticipating being fully funded.

5. Strategic-Discussion and Sharing

a. Suggested Minimum NECSS Fund Balance – Auditor/Accountant Letter

- Calculations developed by NECSS management indicate that NECSS maintain a minimum fund balance of \$750,000.
- Fund balances can be maintained to support a variety of purposes. In the instance of NECSS, purposes might include:
 - 1) Cash Flow. As a grant-funded operation, the fund balance allows NECSS to meet obligations while awaiting disbursement and/or reimbursement from various grants.
 - 2) Grant Dollars Cease. In a worst-case scenario, grant dollars might be eliminated. In this instance, NECSS would continue to be responsible for payroll, office obligations, and possible unemployment insurance claims.
- Auditor suggestion: Given the worst-case type scenario, the \$750,000 minimum fund balance seems reasonable based on the calculations provided by NECSS management.
- S. Quirk-Bailey: Inquired if it is the Board's determination to keep a year's worth of funds (\$750,000) to continue with Partnership for one year if grant is eliminated. Determining levels in fund balance does not require official policy.
- NECSS Board agreed with concepts as outlined in letter from NECSS auditor/accountant.
- NECSS Board determined NECSS fund balance will remain at current level for FY17. They will revisit this issue when FY18 budget is proposed.
- On-going fund balance reviews will be conducted based on allocation amounts of future grants.

- ✚ K. Ender distributed leaflet - "Achieving the Dream is pleased to present the 2016 Leah Meyer Austin Award to William Rainey Harper College. The award recognizes Harper College's outstanding achievement in developing an organizational culture designed and dedicated to increasing student success."

6. Action Items-S. Quirk Bailey-Roll Call

a. Approval of New Career Advisors

- Ann Lustig – D214
- Rose Severino – D211

- Motion by K. Ender, seconded by B. Harris, to approve the two new Career Advisors
 - The motion carried.

7. Closed Session

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the region, 51LCS 120/2(c) (1), as amended by P.A. 93-0057.

- Motion by D. Schuler, seconded by K. Ender, to move to Closed Session
 - The motion carried.

8. Open Session

- Motion by D. Schuler, seconded by K. Ender

“I move that the Board extend an offer to Dr. Kenya Ayers for the position of Vice President and NECSS Board Chair. I further move that the Board approve a 1% salary increase for the NECSS Administrative Assistant. In addition, I move that the Board extend a two-year offer to Gayle Banakis to serve in the role of EFE Director and NECSS Assistant Director.”

- Upon roll call, the motion carried.

- S. Quirk-Bailey: We received the formal reorganizational structure recommendation from Council. I will initiate an official response from Board to Council based on changes.

- Motion by D. Schuler, seconded by D. Cates

“I move to approve the administrative reorganizational structure as discussed.”

- Upon roll call, the motion carried.

9. Adjournment

- It was moved by B. Harris, seconded by K. Ender, to adjourn.
 - The motion carried.

- The meeting adjourned at 1:20 p.m.

10. Next Meeting-11:30 a.m.

Wednesday, June 8, 2016
Township High School D214
2121 S. Goebbert Road, Board Room
Arlington Heights, IL 60005