

APRIL 13, 2012

Amended August 17, 2016

**NORTHWEST EDUCATIONAL COUNCIL FOR STUDENT SUCCESS (NECSS)
A PARTNERSHIP COMMITTED TO COLLEGE AND CAREER READINESS**

An Intergovernmental Agreement

For College and Career Readiness in the areas served by

Township High School District 211

Township High School District 214

Community Unit School District 220

William Rainey Harper College District 512

P R E F A C E

The spirit of this Intergovernmental Agreement is one of cooperative planning and implementation directed toward providing effective, quality college and career readiness to the residents of the northwest suburban area.

This Intergovernmental Agreement provides a framework to assist the professional staffs of the member districts to fulfill that responsibility.

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INTERGOVERNMENTAL AGREEMENT RESOLUTION

ARTICLE I - GENERAL PROVISIONS

This Intergovernmental Agreement is made and executed pursuant to the provisions of the Intergovernmental Cooperation Clause of the Illinois Constitution. (Ill. Const. 1970, Article VII, Sec. 10) as well as the provisions of the Intergovernmental Cooperation Act of 1973, as amended (5 ILCS 220/1 *et seq.*). Upon joint action of the governing boards of each member district, this Intergovernmental Agreement shall amend and supersede the Intergovernmental Agreements entitled “Northwest Suburban Career Cooperative (a regional vocational education system) Joint Agreement” entered into January of 1985 and amended in September of 1986, March of 1994, March of 1997, March of 2004, and April of 2012.

I.1 NAME

The name of the Intergovernmental Career Education Agreement formed hereunder shall be: **NORTHWEST EDUCATIONAL COUNCIL FOR STUDENT SUCCESS: A PARTNERSHIP COMMITTED TO COLLEGE AND CAREER READINESS** herein after referred to as **NECSS**.

This entity was formerly known as the Northwest Suburban Education to Careers Partnership.

I.2 PURPOSE

The purpose of this Intergovernmental Agreement shall be:

- To provide a framework for offering coordinated, college and career readiness programs and services for high school, college, and adult learners who reside within a member district.
- To facilitate and articulate a system of college and career readiness development from elementary school through college.
- To provide for the administration of programs and services conducted under this Intergovernmental Agreement in accordance with applicable provisions of the Illinois School Code, Illinois and Federal Law, the State Board of Education, the Illinois Community College Board, and the Illinois Board of Higher Education.
- To establish a structure for providing the resources needed to operate such programs and services.

I.3 MEMBERSHIP

Charter membership in NECSS shall include Township High School District 211, Township High School District 214, Community Unit School District 220, and William Rainey Harper College District 512.

Non-member districts who wish to join after the initial enrollment date may be admitted only by unanimous vote of the Board (see Article II.1) and by meeting the following conditions:

- Agree to an initial assessment established by the Board, including, but not necessarily limited to, a fair and equitable portion of previous program development expenses;
- Satisfy similar conditions which were met by present member districts as established by the Board.

Membership in this Intergovernmental Agreement shall be continuous, and member districts shall be bound hereby, from year-to-year, unless any member district executes the withdrawal provision of this Agreement, which is contained in Article VII.

ARTICLE II - ORGANIZATION AND OPERATION

II.1 BOARD

1. The Board shall include the Chief Executive Officer from each member district and the NECSS chief executive officer. Up to two additional members shall be designated by each district's Chief Executive Officer. These (non-voting) additional members shall serve on the Coordinating Council as well. The NECSS chief executive officer shall serve as the Chair of the Board and preside over all NECSS Board meetings.
2. Meetings of the Board shall be held at a time and place agreed upon by the Board. A quorum shall consist of one member present from each of the member districts. Meetings will be held in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*), (the "Act"), and with Robert's Rules of Order, 11th Edition, Newly Revised. Public notice of all meetings shall be given as provided in the Act.
3. Each district shall be entitled to one vote. The Chief Executive Officer of each district or designate will be the voting member. A majority of those voting shall be required to approve any action.
4. The contents of the Agreement and any policies officially approved by the Board constitute the bylaws by which the system will be governed.

FUNCTIONS OF THE BOARD

1. Approve an annual operating budget for NECSS.
2. Establish policies and procedures for operation of the Intergovernmental Agreement.
3. Approve or authorize all financial transactions of NECSS based on the approved budget.
4. Recommend revisions in any part of NECSS' operation which requires approval by member districts.
5. Approve the form, content, and sequence of programs and services offered within the framework of the Intergovernmental Agreement.
6. Recommend employment of all NECSS staff to one of the member districts.
7. Approve all NECSS plans, proposals, grant applications, and reports to be submitted on behalf of NECSS.
8. Approve the establishment of any standing NECSS committee.
9. Develop policy that ensures equitable access for enrollment of students from the member districts in NECSS programs.
10. Perform any other functions designated elsewhere in this Agreement.

II.2 ADMINISTRATIVE DISTRICT

1. Any member district shall be eligible for designation as the administrative agent for the system.
2. The Administrative District shall serve as the legal and fiscal agent for the system pursuant to state and federal laws, rules, regulations, and guidelines.
3. The Administrative District shall be recommended by the Board and approved by the Board of Education of each participating district.

DUTIES OF ADMINISTRATIVE DISTRICT

The Administrative District shall be responsible for:

- Paying any and all NECSS expenditures sanctioned and approved by the NECSS Board.
- Maintaining an accounting system to document all revenue, income, and expenditures of NECSS.
- Filing all appropriate reports and claims required by the State.

Responsibility of management of portions of NECSS programs and services may be delegated to any member district with consent of the Board and delegated district.

CHANGE OF ADMINISTRATIVE DISTRICT

Designation of the Administrative District shall be reviewed at least every three years. The Administrative District may be changed or altered on recommendation of the Board. The effective date of any change of designation of Administrative District shall be the beginning of the Intergovernmental Agreement's fiscal year. A vote to change the designation of the Administrative District must occur prior to March 31 in order to be effective for the upcoming fiscal year. A vote to change the Administrative District of this Intergovernmental Agreement shall not be considered as an amendment to these bylaws and shall be subject only to the provisions of this section.

After a vote to change designation, the Board, with agreement of the Administrative District (existing and proposed), may agree to accelerate or postpone the effective date of the change.

II.3 COORDINATING COUNCIL

The Coordinating Council shall be a standing committee of the Board. Membership shall consist of one non-voting member of the Board from each participating district, the NECSS chief executive officer, and an additional staff member, as appropriate.

The Coordinating Council will be responsible for the following:

1. Coordinate and direct activities of NECSS on behalf of the Board.
2. Make recommendations concerning NECSS staff, policy, and procedure to the Board.
3. Review all reports and recommendations of committees prior to presentation to the Board.

4. Prepare agendas and special reports for Board meetings.
5. Interact with federal, state, and local officials as requested on behalf of the NECSS staff and/or Board.
6. Monitor the operational budget and expenditures of NECSS.
7. Maintain a coordinated recording system for all required federal and state data collection.
8. Accept other responsibilities as assigned by the Board.

II.4 NECSS CHIEF EXECUTIVE OFFICER

The NECSS chief executive officer shall be hired by the Board, become an employee of one of the member districts, report to the Board, and have the following specific responsibilities:

GENERAL ADMINISTRATION

1. Attend and participate in meetings of the Board, the Coordinating Council, and the Council Committees;
2. Work with the Coordinating Council to plan for NECSS operation;
3. Prepare for and participate in Board meetings to provide appropriate input and seek direction concerning the planning, operation, and evaluation of NECSS;
4. Communicate with the appropriate federal, state, and local entities to assure full utilization of appropriate support as well as compliance with applicable guidelines and regulations;
5. Supervise and evaluate all NECSS staff and consultants who are hired by NECSS or authorized by a member district to work under the NECSS chief executive officer.
6. Coordinate the development and management of the regional plan, reports, proposals, and claims required by federal, state, or local entities or the Board; and
7. Maintain appropriate records for NECSS.

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1. Prepare budgets and reports as required; and
2. Review NECSS records with auditor.

PROGRAMS AND SERVICES

1. Coordinate shared course enrollments and procedures;
2. Assist in the coordination, articulation, implementation, evaluation, and integration of career education and workforce development;
3. Organize and work with program task forces to develop and implement programs;
4. Work with representatives of elementary schools, private schools, other colleges, and business and industry to articulate regional career development activities and related services;
5. Coordinate marketing and information dissemination efforts for regional programs and general operational components of NECSS; and
6. Additional responsibilities as designated by the Board.

STAFFING

NECSS employees are hired by the NECSS Board, become employees of one of the member districts, are paid from NECSS funds on recommendation from the Board, and perform centralized NECSS functions, which benefit all member districts.

II.5 COUNCIL COMMITTEES

PURPOSE

Council Committees shall be established by the Board to focus on each area necessary for student success. These committees may include but not limited to:

- Career
- Data
- Power of 15
- Student Support

There will be two expert members from each participating district, the NECSS chief executive officer, and additional staff as appropriate.

The Council Committees of NECSS will implement its mission: “NECSS partnership members will develop programs, share talent and data, and leverage joint resources to ensure that every elementary, high school, and college graduate will have the opportunity to be prepared for a global society, 21st century careers, and postsecondary readiness/success.”

MEMBERSHIP

Members are selected by the Chief Executive Officers, or designated representatives from each member district, and will represent all constituencies necessary to satisfy federal and state system requirements. All members should:

- Show interest in improving the educational system;
 - Represent the general opinion of the community, including business, industry, public services, and the professions;
 - Have the necessary time to devote to teamwork;
 - Not exploit the team for personal benefit.
1. Membership is for a suggested three-year term and may be renewed indefinitely based on mutual agreement of the member and NECSS.
 2. The Council Committee members elect the Chair for two-year terms.

RESPONSIBILITIES

The Council Committees are responsible for the following:

- Advise NECSS’s administration in planning, marketing, implementing, and evaluating a college and career readiness system building efforts;
 - Help provide communication among all NECSS stakeholders;
 - Aid in the continuous review of the content and organization of the general instructional program to see that it correlates with the occupational needs and core standards of the community, area, or state;
 - Engage best practices in the following eight areas, and develop a plan to integrate them into a system of college and career readiness for all learners in the northwest suburban area.
1. Curriculum Alignment and Integration

2. Portable Credentials
 3. Career Development/Pathways
 4. Work-Based Learning
 5. Linkages to Postsecondary
 6. Postsecondary Readiness
 7. Student Re-Engagement
 8. Shared Data
- Appoint community and business representatives to assist with college and career readiness planning and development; and
 - Assist in long-term planning toward system building.

II.6 OTHER COMMITTEES

ADVISORY COMMITTEES

MEMBERSHIP

Membership may be drawn at the direction of Council and may include secondary and postsecondary delegates and other key representatives from business and industry as needed.

RESPONSIBILITIES

The Advisory Committees are responsible for the following:

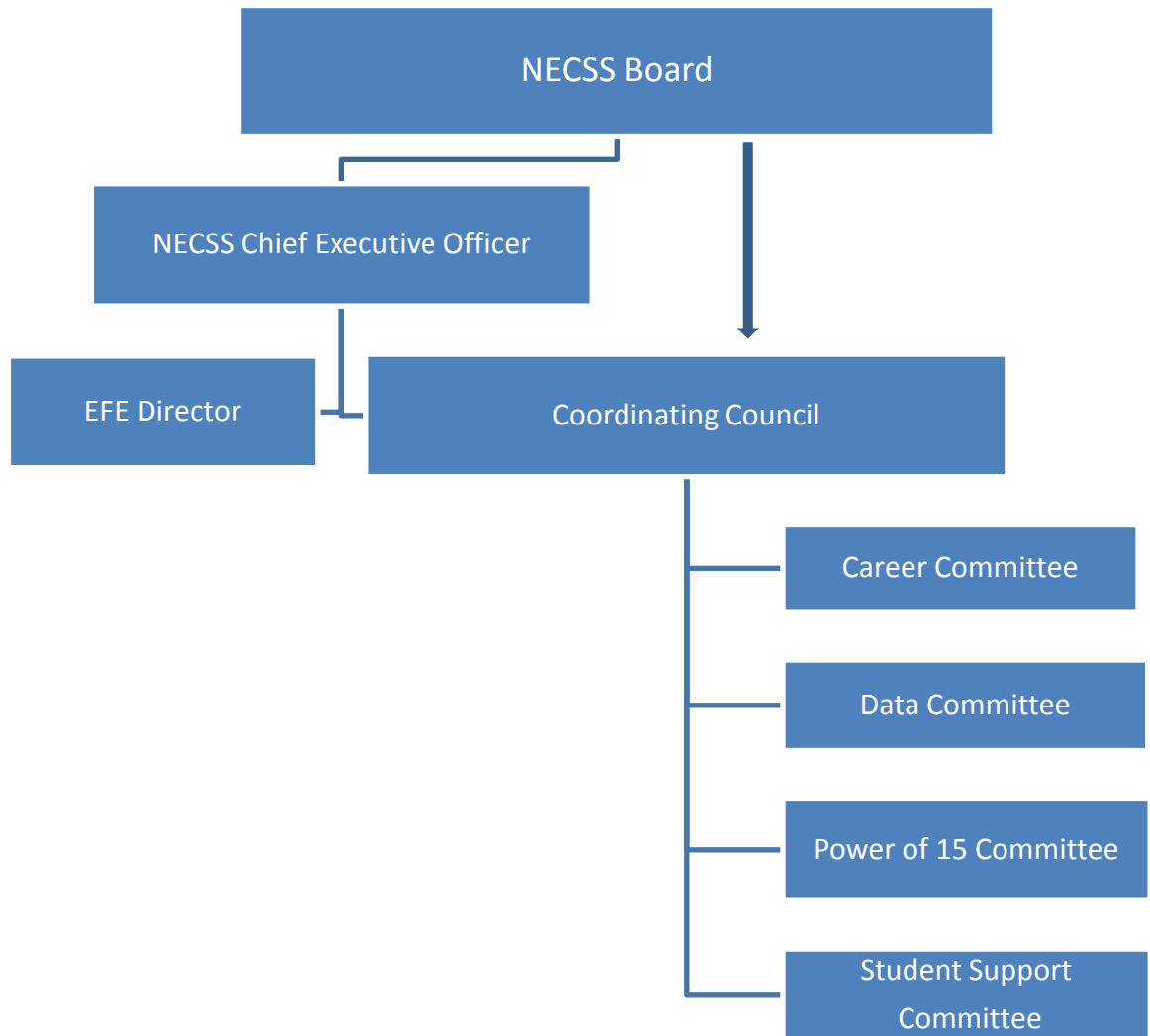
- Advise NECSS's administration in planning, marketing, implementing, and evaluating college and career readiness programs;
- Assist in the development of community, business, and education partnerships to carry out the shared responsibility for preparing students for college, careers, and citizenship;
- Help provide communication between NECSS's member school districts and the communities they serve;
- Assist in the development and recommendation of an adequate financial support program; and
- Provide direction and leadership in programs developed and implemented to meet college and career readiness needs.

SPECIFIC AD HOC COMMITTEES

As needed, the NECSS chief executive officer or Coordinating Council may recommend the establishment of ad hoc committees to examine college and career readiness development and issues of the region.

1. An ad hoc committee will consist of representatives from each member district, business, and community representatives.
2. At the completion of its task, the committee will be disbanded.
3. If a specific ad hoc committee recommends a change of status from ad hoc to standing, that recommendation will require Board approval.

II.7 ORGANIZATIONAL CHART



ARTICLE III - PROGRAMS

III.1 PROGRAM DEVELOPMENT

New programs for development may be recommended by any member district or any NECSS committee.

A task force may be established by the NECSS chief executive officer or Coordinating Council to develop recommendations for the establishment and/or coordination of programs. Resulting recommendations will be submitted to NECSS's Coordinating Council for review. Final recommendations will be presented to the Board for approval.

Regional career readiness programs will be articulated with work experience and college studies.

NECSS Career Readiness programs will focus on:

1. Career development and work-based learning for all students;
2. Occupationally-specific education and work experiences for high school, college, and adult learners based on labor market information;
3. Integrated and articulated curriculum that combines school and workplace; and
4. Using work-based learning to re-engage at-risk students and others who have left education without the skills and knowledge needed for successful careers.

Each member district shall determine the eligibility of its own resident students for programs provided through NECSS.

Programs included in NECSS should include the following elements:

1. An outcome-oriented curriculum;
2. Acceptance as a regional program by all member districts;
3. A program sequence leading to occupational competence.

III.2 PROGRAM APPROVAL

1. All NECSS programs and services will be determined by the Board upon recommendation of the Coordinating Council. The need for such programs will be verified by a review of employment needs and current programs available. Each

- district will determine its level of participation in each approved program or service.
2. Approved programs will be included in the regional plan and submitted to the State for approval.
 3. Each district will develop a procedure for its approval of NECSS programs and services.
 4. Courses approved to serve students from two or more member districts shall be referred to as shared courses. Courses approved to serve students from only one member district shall be referred to as local courses.
 5. The right of any member district or combination of districts to provide any career course or program independently without approval by the NECSS Board shall not be prohibited.

III.3 PROGRAM MANAGEMENT

1. Instructional programs and services under NECSS will be delivered to students through regional programs, which will be operated by participating districts and/or other contracted agencies. The Board will delegate management responsibilities for various portions of the NECSS program to specific member districts. Responsibilities of the managing districts will include:
 - a. Staffing
 - b. Curriculum development
 - c. Program coordination
 - d. Instructional evaluation
 - e. Management of facility equipment and supplies
 - f. Insurance and maintenance of equipment housed in the member district.
2. NECSS task forces and the Coordinating Council periodically will review the effectiveness of each program and make appropriate recommendations for improvement to the Board.

III.4 CALENDAR AND SCHEDULE

The Board will conduct an annual review of calendars and schedules of member districts. Any concerns or recommendations will be reported to the Chief Administrator of each member district for consideration.

III.5 NECSS PLAN FOR CAREER AND TECHNICAL EDUCATION AND SERVICES

A NECSS plan for career and technical programs and services to be offered through the partnership will be developed by the NECSS staff with input from key staff members in each member district. Deadlines for completion of such plans will be established by the Board with consideration for State Board deadlines. Such plans will be approved by the NECSS Board.

III.6 ARTICULATION

NECSS programs and services shall be articulated with other area career and technical programs and services provided through business and industry, elementary school districts, and private schools to provide an effective network of area programs and services.

Articulation between participating elementary and high school districts and the college will provide for:

- Program alignment and continuity for career development in occupational areas where NECSS programs are offered;
- Transition of students from one level to another in occupational areas without unnecessary delay or duplication of effort;
- Cooperation in joint use, where possible, of facilities, equipment, and staff; and
- Cooperative efforts in continuous planning development resource use, evaluation, and improvement of programs to serve both youth and adults as well as the area's economic development needs.

III.7 ENROLLMENT

Enrollment of students in high school credit courses coordinated by NECSS shall be through the student's home school. Such enrollment data shall be compiled by NECSS and communicated to the offering district in time to facilitate staffing and other necessary planning by the offering district.

Students enrolled in courses which offer both high school and college credit must meet the requirements of both schools to receive credit.

III.8 EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without limitations based upon sex, ethnic or racial background, religious beliefs, physical and mental handicaps, or economic and social conditions.

III.9 PROVISIONS FOR PRIVATE SCHOOL STUDENTS

To be eligible for participation in a NECSS program, a private or parochial school student must first document legal residence within one of the member districts. To be enrolled, eligible private or parochial school students must register for the program as a part-time student at the public school district within which they reside. The public school district then becomes responsible for tuition and other approved costs and the beneficiary of reimbursement resulting from the private school student's participation.

Under these arrangements, the private or parochial school assumes no responsibility for any portion of administrative or other NECSS costs.

ARTICLE IV - SITES AND EQUIPMENT

IV.1 PROGRAM SITES AND EQUIPMENT

The Board will determine sites for regional programs considering quality, maximum accessibility, and efficiency as major factors in the selection process.

Recommendations concerning the location of NECSS courses, which are not to be offered in each member district, may be made to the Board by the NECSS chief executive officer, the Coordinating Council, or Chief School Administrator of a member district.

Member districts may elect to utilize applicable provisions of the School Code including, but not limited to, Section 10-22, 31a, 17-2.4, and 19-30 to acquire, establish, remodel and/or maintain sites, equipment, and buildings for NECSS programs.

IV.2 OFFICE SITE AND EQUIPMENT

The Board shall designate an official office for the regional system. Office furnishings and equipment may be loaned or donated by a member district or budgeted as part of the NECSS administrative budget.

ARTICLE V - FINANCE

V.1 ADMINISTRATIVE DISTRICT

The Administrative District will assume responsibility for implementation of approved financial arrangements and procedures for receiving and disbursing all income credited to NECSS. The Administrative District is authorized to cover approved administrative costs prior to receipt of income by borrowing necessary amounts at prevailing interest rates.

V.2 ADMINISTRATIVE COSTS

Administrative costs will include the salary and benefits of the NECSS chief executive officer and the cost of any additional NECSS staff, supplies, printing, and other costs associated with the operation of the NECSS administrative functions which have been approved and budgeted by the Board.

All such costs will be paid by the Administrative District from NECSS funds and/or funds generated by a prorated assessment to all member districts. Revenues and expenditures will be managed as follows:

- A. Any funds received through special grants and designated for NECSS administrative costs shall be used by the Administrative District for such costs.
- B. Any remaining administrative costs shall be covered out of program reimbursement funds received by NECSS using the prorating factor outlined in D.
- C. If reimbursement funds are insufficient to meet administrative expenses or other expenses approved by the Board, member districts will be specially assessed to pay the deficiency using the method for prorating outlined in D.
- D. During June each year, member districts shall be billed for a prorated share of the administrative budget for the next fiscal year. Payment will be made during July to the Administrative District. The prorating factor for administrative costs shall be actual enrollment in the high school districts and full-time equivalents in the college as of the 6th day of attendance for first semester of the previous year. At this same time, a percentage of the NECSS chief executive officer's salary will be paid by the member districts to cover non-CTE related coordination.

V.3 EQUIPMENT AND FACILITIES FINANCING

Member districts may request state or federal reimbursement through NECSS for the purchase of capital outlay equipment used for NECSS shared programs or portions of NECSS shared programs they offer. Any non-reimbursed portion of the cost of equipment will be paid by the district sponsoring the shared program.

Other special arrangements may be made through special agreement of the NECSS Board for providing equipment and/or facilities for NECSS programs, services, and administration.

All such requests will be approved by the Board prior to submission to the state for NECSS reimbursement.

V.4 NECSS TUITION COSTS

A tuition cost shall be established for each course to be offered as part of an approved shared program. Such tuition shall be approved by the Board, upon recommendation of the Coordinating Council, and shall reflect actual program costs.

V.5 METHODS OF PAYMENT

Each member district shall pay NECSS such sums of money due as tuition costs for their district's students participating in joint courses.

Bills will be sent to member districts by NECSS according to the following schedule:

- By October for fall term enrollments
- By March for spring term enrollments
- By July for summer term enrollments

Tuition charges will be determined using enrollment figures as of the end of the second week of each term.

Payment shall be made by each district within forty-five (45) days of receipt of the bill.

V.6 USE AND DISTRIBUTION OF INCOME

Revenue received by NECSS shall be distributed to member districts as follows:

- All reimbursement designated for equipment shall be distributed to the district through which such equipment was purchased.
- Revenue designated specifically for NECSS administrative costs shall be used by the Administrative District to cover such costs.
- The Board shall have the authority to designate the use of NECSS income, not previously designated for a particular use, as it deems appropriate.
- All revenue not used for NECSS administrative costs or for other NECSS costs approved by the Board shall be paid to member districts based upon the total units of credit or equivalent semester hours generated by their students.

V.7 CHARGES TO NON-MEMBERS

Charges to non-member school districts, individuals, and other governmental bodies for educational and training services provided by NECSS shall be established by the Board. In no case shall such charges be less than those made by member districts.

V.8 ACCOUNTING PROCEDURES

- Member districts shall record all payments to NECSS pursuant to state and federal laws, rules, regulations, and guidelines.
- The Administrative District shall record all monies received from participating districts pursuant to state and federal laws, rules, regulations, and guidelines.
- All member boards shall fully assume their respective financial obligations, without the imposition of financial responsibility on any other district. Each member district shall promptly commit the district to the timely payment of its cost with respect to any other legal financial obligation.
- Contribution from private businesses, governmental, and foundation sources for the benefit of NECSS shall be made to the Administrative District with the use of the contribution subject to guidelines established by the Board.
- Accounting procedures shall conform to all applicable rules and regulations of the Illinois State Board of Education and the U.S. Department of Education.
- The Administrative District shall maintain accounts of NECSS's operational expenses and shall make these available to participating districts.
- A minimum of one audit per year shall be conducted in accordance with Section 3-15.1 of the School Code of Illinois, as amended.

ARTICLE VI – TRANSPORTATION

Transportation of students shall be the responsibility of each member school district and will not be the responsibility of NECSS.

Member districts may enter into separate agreements to facilitate the economical and efficient transportation of students. The administration of any such transportation agreements would be separate from the administrative component of NECSS.

ARTICLE VII – TERMINATION, WITHDRAWAL, AND REMOVAL

VII.1 TERMINATION

This Agreement may be terminated in the event that all member districts so agree.

The vote to terminate must occur twelve (12) months prior to the July 1 termination date and notice shall be given to the Illinois State Board of Education.

NECSS assets shall be distributed in accordance with the interests vested in each asset.

Member Boards of Education must vote to terminate this Agreement.

In the event of termination of the Agreement or of withdrawal of one or more of its members, any real or personal property purchased by a member district shall remain the property of that district.

VII.2 WITHDRAWAL

Member districts may withdraw from participation in NECSS provided they give written notice twelve (12) months preceding the beginning of the fiscal year (July 1st) in which they plan to withdraw.

Notification shall be provided to the State Board of Education and each member district upon notice of withdrawal of a member district.

A withdrawing district must additionally comply with Section 10-22.31A of the School Code.

If a member district gives written notice of withdrawal, that district is to continue participating and continue financial obligations until the withdrawal is effective.

NECSS assets shall be distributed in accordance with the interests vested in each asset.

VII.3 REMOVAL

A district may be removed from membership by two-thirds (2/3) vote of the Board. Notification of a proposed removal shall be given to the member district and the Illinois State Board of Education at least 90 days prior to the end of the fiscal year. A hearing shall be held within 60 days of the notification to remove a member district.

The Illinois State Board of Education shall be notified of the call for a hearing and any Board action to remove after the hearing.

A removed district shall be responsible for all financial obligations incurred while a member.

NECSS assets shall be distributed in accordance with the interest vested in each asset.

ARTICLE VIII – AMENDMENTS

The condition of this Intergovernmental Agreement may be amended by the affirmative vote of the Board of Education of all districts that are parties to this Intergovernmental Agreement. The amendment will take effect upon ratification, unless it provides otherwise.

ARTICLE IX – RATIFICATION OF ARTICLES/AGREEMENT

Ratification will take place by vote of the individual participating Boards of Education. Each district whose Board of Education adopts said resolution shall become a participating member of the system upon the date of approval.