

NORTHWEST EDUCATIONAL COUNCIL FOR STUDENT SUCCESS
NECSS BOARD MEETING MINUTES
Wednesday, November 18, 2015, 11:30 a.m.
Township High School D211
1750 S. Roselle Road, President's Conference Room
Palatine, IL 60067

Dr. Sheila Quirk-Bailey, Chair

PRESENT: District 211: Dr. Daniel Cates, Dr. Lisa Small
 District 214: Dr. Laz Lopez
 District 220: Dr. Brian Harris, Dr. Linda Klobucher
 District 512: Dr. Sheila Quirk-Bailey, Maria Moten
 NECSS: Cynthia Garcia, Gayle Banakis

GUEST: Jeff Rollefson, CPA
 Evans, Marshall & Pease, PC

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

- NECSS Executive Director, Cynthia Garcia, called the NECSS Board meeting to order at 11:40 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 D. Cates, seconded by B. Harris, to approve the following Consent Agenda items:
 - a. Approval of Agenda for November 18, 2015 NECSS Board Meeting
 - b. Approval of Minutes of August 12, 2015 NECSS Board Meeting
 - c. Approval of Minutes of August 12, 2015 NECSS Public Budget Hearing
 - d. Approval of Financial Transactions for July-October 2015
- Upon roll call, the motion carried.

4. Information Items

a. FY15 NECSS Audit-Jeff Rollefson

- The Board was provided with two audit documents:
 - 1. Annual Financial Report-Actual cash-basis audit report
 - 2. Federal (Perkins) Program Report-Required because NECSS receives and expends over \$500,000 (may increase to \$750,000) in federal funding.
- J. Rollefson: NECSS staff has refined the budget format thus providing for an improved and more efficient financial document. The audit proceeded very smoothly and was submitted with “no findings.”
- B. Harris inquired as to status of internal control of budget. J. Rollefson: Utilizing D214 as NECSS fiscal agent provides a clearer accounting format.
- L. Lopez: Due to delay of state funds, the FY16 budget may need to be extended to December 2016. J. Rollefson stated budget extension is not problematic.

- S. Quirk-Bailey asked J. Rollefson his opinion as to level of NECSS fund balance. Too high/ too low?
- J. Rollefson: NECSS FY15 fund balance is slightly higher than FY14 fund balance. However, the amount of fund balance can be justified if funds are held in reserve for specific purposes.
- The Board thanked J. Rollefson for his report.
- G. Banakis: Several years ago, on advice of the auditor, the Board voted to keep enough dollars in the consortium's account to meet NECSS obligations for one year. These dollars are to cover staff and Career Advisors salary/benefits as well as to help defray any possible unemployment claims.
- **Action Item**-S. Quirk-Bailey: NECSS fund balance has not been reviewed for several years. Council, in coordination with J. Rollefson, will establish a minimal reserve to be maintained in NECSS account. Findings will be presented to NECSS Board.
- D. Cates/S. Quirk-Bailey: Thanked NECSS staff on a job well done in refining budget format and improving financial documents.

b. Executive Director Update-C. Garcia

- Please refer to the Director's Report included in NECSS Board packet for detailed updates on the following topics:
 - ✓ 60 by 25 High School Career Exploration Grant
 - NECSS, in partnership with D214, completed a mini-grant application offered by the 60 by 25 Network Leadership Communities. This \$7,000 grant will fund additional hours for D214 Career Advisors to assist with student internship placements in Manufacturing, Health Science, and Information Technology.
 - 2016 Illinois 60 by 25 Network Meeting, "Vision to Action," is on January 26-27, 2016 in Springfield, IL. S. Quirk-Bailey and L. Lopez are presenting.
 - ✓ CTE FY16 Grants
 - ✓ Harper's Apprenticeship on Demand (AOD) Grant
 - NECSS districts are in preliminary discussions to collaborate with Harper in promoting apprenticeship opportunities for high school graduates.
 - A meeting is scheduled for November 23, 2015. Meeting will include representatives from NECSS, high school districts, and Harper.
 - L. Klobucher requested to be copied on e-mails regarding this grant.
 - ✓ NECSS Partnership with North Carolina New Schools (NCNS)
 - Conversations continue with NCNS for possible partnership opportunities on a new grant.
 - ✓ NECSS/Roosevelt Biology Master's Degree Cohort
 - Summer 2015 enrollment-1; fall 2015 enrollment-12; spring 2016 enrollment-1.
 - ✓ 60 by 25 Networking Community Dashboard Development
 - ✓ Initiatives and Lead Committees
 - Council assigned NECSS initiatives to appropriate committees.
 - Initiatives require a Timeline, Evaluation Plan and Measures to determine success.

- When completed, this document will assist Council with monitoring initiative implementation and impact.
- Compiled information will be provided to NECSS Board.
- ✓ Identify Measures and Monitor Results of NECSS Initiatives
 - Data Committee is in the process of creating a document showing NECSS initiatives and the various tracking measures necessary to determine success.
 - In order to monitor all initiatives and data points in each initiative, a large database with additional server space and a full-time person may be needed.
- ✓ Request for Dual Credit
 - Since July 1, 2015, districts have submitted 27 early college dual credit request forms to Harper. The requests are either in initial conversation for course alignment, or Harper is reviewing teacher credentials.

Discussion followed on dual credit opportunities

- M. Moten: D214 dual credit courses, identified as the initial Power of 15, are moving forward (ENG 101, MTH 101/103, SPE 101, PHS 101).
- L. Lopez: High school districts requested dual credit alignment between Harper's Entrepreneur course and the high schools' Business Incubator Program course. Request was disallowed.
- M. Moten: The Incubator Program course does not meet Harper's dual credit criteria and does not align to Harper's Entrepreneur course. However, Harper is open to collaborating and creating a course that may align.
- M. Moten/L. Small: Continuous communication and additional meetings are needed between high school faculty and Harper faculty regarding dual credit offerings.
- S. Quirk-Bailey inquired if additional "boot camp" meetings are needed between high school faculty and Harper faculty to review common rubrics, common approaches, and work out details for dual credit offerings.
- M. Moten: In collaboration with the Higher Learning Commission (HLC), Harper is pursuing an accreditation that will allow improved research on the progress of students enrolled in dual credit courses vs. students enrolled in regular courses. This accreditation will provide faculty with guidelines and rubrics to better assess, evaluate and continue to align the dual credit curriculum.
- L. Lopez: Indiana University (IU) offers an Advance College Project (ACP) for high school teachers. Approved teachers are required to attend a three-to-five day's summer seminar on IU campus. Upon completion of this program, high school teachers will hold adjunct lecturer status with IU, and they leave there feeling they are IU staff. How do we get to this point with Harper? More training? Do the department chairs at Harper feel they own and initiate dual credit courses?
- M. Moten: Harper has developed a dual credit work group that is specifically addressing those issues. We are bringing in faculty that has experience with dual credit offerings.
- S. Quirk-Bailey requested clarification: Where are we in Harper's dual credit Entrepreneur course? Are we walking away, or are we saying here is what we need to do?

- L. Lopez: We walked away. D214 is pursuing an agreement with National Lewis University for dual credit in Entrepreneur, College Business, and College Accounting.
- D211, D214, and D220 are also investigating dual credit offerings at Triton and NIU.
- B. Harris: Barrington 220 is exploring dual credit opportunities through the University of Miami at Ohio. There are numerous open source opportunities (edX.org) evolving for students. Our partnership with Harper is important, but we will pursue other scenarios that are easier and more cost effective.

Executive Director Update (cont.)-C. Garcia

- ✓ Regional Advisory Councils
 - Each district is updating their established Advisory Committees to assist in updating the regional document. Once update is complete, an analysis will be performed to determine where Regional Career Advisory Councils are needed.
- ✓ Support for Internships and Career Selection
- ✓ Information Technology (IT) Learning Exchange: Advanced Raspberry Pi Workshop
- ✓ STEM Finance Learning Exchange
- ✓ Bridge Programs
- ✓ English and Math Projects
- ✓ Career Cruising outreach to Middle Schools and/or Junior High Schools
- ✓ Incoming 9th Grade Pathway Selection
- ✓ CTE Performance Data-Nontraditional
- ✓ Blended and Online Learning Opportunities
- ✓ Regional P-20 Council

c. Federal Pell Grant for Dual Credit Enrollment-Experimental Site Initiative-M. Moten

- M. Moten distributed an informational document highlighting the Department of Education initiative where dual credit students will be able to apply and participate in the Federal program.
- The intent of this program is to allow low-income students to have access to dual credit courses, especially in the STEM areas.
- This grant is intended for school districts that have a majority of low-income students. These students do not have any other financial support to carry them through these courses.
- This program is not to supplant any programs that are currently in place.
- L. Lopez: If we have students complete their entire senior year at Harper, this grant could have impact.
- Harper is seeking additional clarification on grant parameters and will keep NECSS Board updated. Application deadline is February 1, 2016.

d. Upcoming Event Dates-Board Meetings

- March 9, 2016
- June 8, 2016

5. Strategic-Discussion and Sharing

a. Recommendation Memo on CTEI Grant Flow-C. Garcia

- There has been a delay in receiving FY16 state CTEI payments. The CTEI grant is a scheduled grant, and dollars are sent according to a pre-set monthly disbursement schedule. Perkins, the federal portion of the grant, is a reimbursable grant. These dollars are flowing.
- NECSS received FY16 July disbursement in July; however, the August disbursement was not received until November.
- In the past, when state payments were substantially delayed, ISBE extended the grant by six months.
- Council recommends that we utilize the NECSS CTEI/Perkins fund balance to pay for NECSS staff and Career Advisors salary/benefits until subsequent funds are received.
- C. Garcia will keep NECSS Board updated on grant fund status.

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

a. Acceptance of NECSS FY15 Audit Report

- Motion by B. Harris, seconded by D. Cates, to accept the NECSS FY15 Audit Report
- Upon roll call, the motion carried.

b. Approval of Four D214 Career Advisors

- Tara DeLuca
- Adriana Espinoza
- Fernando Gonzalez
- Deborah Rogers

✚ L. Lopez: Via D214's Career Discovery Center, internship offerings may increase this year.

1. Micro-internships (2-3 weeks, no credit, but experience)
2. Traditional internships (16-weeks, 80 hours, credit)

- Motion by L. Lopez, seconded by B. Harris, to approve the four D214 Career Advisors
- Upon roll call, the motion carried.

7. Adjournment

- It was moved by B. Harris, seconded by D. Cates, to adjourn.
- The motion carried.
- The meeting adjourned at 12:30 p.m.

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

Wednesday, March 9, 2016
Harper College, Room W201
1200 W. Algonquin Road
Palatine, IL 60067