

**NORTHWEST EDUCATIONAL COUNCIL FOR STUDENT SUCCESS (NECSS)
BOARD MEETING MINUTES**

Wednesday, November 29, 2017, 11:30 a.m.
Township High School District 211
1750 S. Roselle Road, Superintendent's Conference Room
Palatine, IL 60067

Dr. Kenya F. Ayers, NECSS Board Chair

PRESENT: District 211: Dr. Daniel Cates, Dr. Lisa Small
 District 214: Dr. David Schuler, Dr. Laz Lopez
 District 220: Dr. Brian Harris, John Bruesch
 District 512: Dr. Kenneth Ender, Michelé Smith
 NECSS: Dr. Kenya Ayers
 GUESTS: Dr. Maria Coons, Chief of Staff/VP/Board Liaison, Harper College
 Jeff Rollefson, Evans, Marshall & Pease, P.C.

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

- NECSS Board Chair, K. Ayers, called the NECSS Board meeting to order at 11:30 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, second by B. Harris, to approve the following Consent Agenda items
 - a. Approval of Agenda for November 29, 2017 NECSS Board Meeting
 - b. Approval of Minutes of August 16, 2017 NECSS Public Budget Hearing Meeting
 - c. Approval of Minutes of August 16, 2017 NECSS Board Meeting
 - d. Approval of Financial Transactions from July 1, 2017 to October 31, 2017
- Motion passed

4. Informational Items

- a. NECSS Vice President Report-K. Ayers



November 2017 VP
Letter.docx

- Please refer to K. Ayers' report for detailed updates on
 - Follow-up on Recent Audit Findings
 - FY18 Goals Updates
 - Dashboard and Data Conference
 - Meetings with High School Principals
 - Joint Board Meeting
 - EFE Search

Discussion on Topics Included in K. Ayers Report

- Follow-up on Recent Audit Findings
 - ISBE completed an audit of NECSS FY17 CTEI and Perkins grants. Auditor's report contained one finding where one of the districts accurately submitted a budget narrative, but the narrative was not translated verbatim onto the final grant.
 - NECSS wrote a letter to ISBE clarifying the spending, and ISBE accepted our response to the finding. The finding was removed, and the file is now closed.
- NACEP Accreditation (FY18 Goal)
 - We are continuing the process of exploring what accreditation will entail, how much work is involved in the process, and what the value added would be in having this designation.
 - Council members recommended that NECSS might host a NACEP accreditation institute in the fall of 2018.
- Joint Board Meeting on December 4, 2017
 - Meeting Format
 - Drs. Cates, Ender, Harris and Schuler will serve on a panel to discuss
 - 1) Collective Impact Framework for NECSS
 - 2) Dual Credit and Power of 15 Updates
 - 3) NECSS Data Dashboard
 - 4) Benefits and Challenges of Working in Partnerships
 - 5) Harper Promise Program
 - 6) Future of NECSS
 - Dr. Ayers will discuss
 - 1) NECSS Organizational Chart
 - 2) NECSS Finances
 - 3) Special Populations Initiative
 - 4) Healthcare Pathways Options
 - Q & A Session

b. Financial Update-K. Ayers

- FY17 CTEI grant is scheduled to close on December 31, 2017. NECSS is awaiting \$328,044 in grant funds.
- FY18 CTEI Grant - To date, no funds have been received
- FY18 Perkins Grant - Funds are flowing

c. EFE Search Update-K. Ayers

- We have identified a candidate for the NECSS EFE Director position. Discussion on finalizing the hire will take place in today's Closed Session portion of the meeting.

d. Harper Promise Program Update-M. Smith



4-Promise Numbers
Updated 11.7.17.pdf

- Document shows current Promise Program enrollment status, by district, for Class of 2019 and Class of 2020 high school students.
- Districts' enrollment numbers for the Class of 2021 are due January 15, 2018 to Harper.

- One hundred thirty-one (131) appeals were received in 2017. A total of 22 out of the 131 have been granted. These 22 students are now back in the Promise Program.
- M. Smith thanked the school districts' staff for their collaboration with the Harper Promise Program.

e. State of the Union Update-NECSS Board

- B. Harris stated the NECSS Board retreat in October was productive, and the Partnership is moving forward.

f. Upcoming Event Dates-Board Meetings

- December 4, 2017, Joint Board Meeting, Harper College
- March 14, 2018, Harper College
- June 7, 2018, Township High School D214

5. Strategic-Discussion and Sharing

a. FY17 NECSS Audit Report-Jeff Rollefson

- J. Rollefson thanked the NECSS staff for their support during the audit process.
- FY17 NECSS financial statements were presented fairly, and there were no findings.
- J. Rollefson stated NECSS operates on a 'Modified Cash Basis' of accounting – a method that recognizes income when it is received and expenses when they are paid. Due to the State of Illinois' financial crisis, the State has not processed all FY17 funds; therefore, the audit report shows a decrease in NECSS' anticipated FY17 revenue. However, NECSS was able to continue its daily operations due to its moderate budget reserves.
- J. Rollefson stated that in performing their audit, an opinion is expressed on the financial statements, and they do not perform a deep dive on the effectiveness of NECSS' internal control.
- B. Harris asked J. Rollefson about the process of examining NECSS' internal controls more closely.
- J. Rollefson stated a more in-depth internal control process can be completed with a System and Organization Controls (SOC) report. This report is utilized for the purpose of determining the strength and weaknesses of an organization's financial reporting.
- The NECSS Board thanked J. Rollefson for his report.
- K. Ayers acknowledged Angie Pellegrini's meticulous and diligent bookkeeping of the NECSS budget.

b. NECSS Purchasing Card (P-Card) through District 214-K. Ayers

- NECSS' credit card is currently based on the EFE Director's personal credit. Township High School D214 is NECSS' Fiscal Agent, and we inquired if they would consider having NECSS align with their purchasing program.
- The Board was provided with a NECSS Purchasing Card (P-Card) Program Cardholder Procedure Manual for their review/approval.

6. Action Items-K. Ayers

a. Acceptance of FY17 NECSS Audit

- Board Comment - Jeff Rollefson has prepared the NECSS audit for many years. The Board recommended that perhaps a different partner from the same firm take the lead in preparing the FY18 NECSS audit.
- Motion by B. Harris, second by K. Ender, to accept the FY17 NECSS Audit
 - After roll call, motion passed

- b. Approval of NECSS Purchasing Card (P-Card) through Township High School District 214
 - Motion by K. Ender, second by D. Cates, to approve the NECSS Purchasing Card through Township High School District 214
 - After roll call, motion passed
- c. Approval of New Career Advisors
 - 1) Reiko Akiyoshi – D211
 - 2) Tamara Hubbard – D211
 - 3) Cindy Jordan – D211
 - 4) Rafaella Adler – D214
 - 5) Judy Allen – D214
 - 6) Mary Czulno – D214
 - 7) Katherine Schmidt – D214
 - Motion by D. Cates, second by D. Schuler, to approve the new Career Advisors
 - After roll call, motion passed

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 B. Harris, second by D. Cates, to move to Closed Session
 - Motion approved
 - Moved to Closed Session at 12:20 pm

8. Reconvene in Open Meeting

- Motion by K. Ender, second by D. Cates, to Reconvene in Open Meeting
 - Motion approved
 - Reconvened in Open Meeting at 12:50 pm
- Board Requested Action
 - 1) Schedule an interview meeting with the recommended NECSS EFE Director candidate on Monday, December 4, 2017 at 4:30 pm in the President’s Conference Room at Harper College. Drs. Ayers, Cates, Ender, Harris, and Schuler will be in attendance
 - 2) Provide the candidate’s resume to NECSS Board prior to interview process
 - 3) Post a “Notice of Additional Meeting” for December 4, 2017.

9. Adjournment

- Motion by K. Ender, second by B. Harris to adjourn NECSS Board Meeting
 - Motion passed
 - Meeting adjourned at 1:00 pm

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

Wednesday, March 14, 2018
 Harper College
 1200 W. Algonquin Road
 Palatine, IL 60067