

NSERVE ADMINISTRATIVE COUNCIL MEETING MINUTES

Meeting held via Zoom

Friday, February 5th, 2021 – 12:00 p.m.

I. Call to Order

Amy Romito, NSERVE Executive Director, officially called the meeting to order at 12.02pm

II. Roll Call

Present

Ms. Samantha Archer
Mr. Marc Battista
Ms. Sabrina Benjamin
Mr. Jason Boumstein
Ms. Melissa Duffy
Ms. Tana Francellno
Ms. Dawn Hall
Ms. Mary Kosirog
Ms. Cindy Nijmeh
Mr. Chris Powell
Ms. Erica Tuke
Ms. Michelle Vazquez
Ms. Amy Romito
Ms. Mary Anne Brown

Absent

Dr. Shelley Gates

III. Approval of the Joint Board of Control & Administrative Council Minutes, December 10, 2020

A motion was made by Sam Archer and seconded by Mary Kosirog to approve the minutes of the Administrative Council meeting of December 10, 2020. All were in favor.

IV. Collaboration Time

Initial comments by those present expressed how the current situation of teaching during a pandemic is exhausting. Dawn Hall asked the group how they were documenting and reporting the CCRI indicators. Michelle Vazquez responded that Evanston was working on creating their own version which can be communicated to the students as a graphic, something similar to what Maine East produced. The consensus was that districts would like to have guidance on translating the PaCE framework into something personalized and usable at their schools. Amy Romito reported that she will be attending some training in March about the CCRI and will share information as she gets it.

V. NSERVE's Grant and Financial Status

Amy Romito reported that NSERVE has qualified with ISBE for a Tier 1 audit and monitoring of its programs and operations. This is the easiest of the three tiers of monitoring. Tiers 2 and 3 would require input from the Board of Control and Administrative Council members, respectively, and would be significantly more work to complete. Amy is hopeful that NSERVE can remain at level 1. However, part of the state plan submitted to the DoE was that at least 50% of all EFEs would have either Tier 2 or 3 audits, regardless of their standing. Amy is investigating if this will be the case for NSERVE.

VI. FY22 Grant Workshops

Amy Romito reported that NSERVE has a new consultant at ISBE. Shiela Rowe is new to both ISBE and consulting and is being a stickler for the rules on grant management. New requirements for FY22 grant writing includes having schools indicate how their grant application aligns with the schools Local Needs Assessment completed in spring of 2020. This exercise was required of the FY20 grant, but was completed by Amy herself rather than burdening our districts. Amy is proposing that NSERVE conduct a workshop in the spring to cover the requirements of the new grant application. The workshop could include a sharing of best practices, collaboration on vendors, sharing of innovations as well as guiding schools through the new ISBE requirements. Mary Anne Brown has devised a new grant writing template that will enable the schools to comply with ISBE requirements when writing grant applications. Mary Anne gave a brief demonstration but the template would be further explained in the Workshop. Amy proposed sending out a Doodle poll to establish possible dates for the workshop. Following that, there will be a Google Form circulated to establish topics and priorities of the workshop. Several Administrative Council members expressed their appreciation and enthusiasm for the workshop, especially if it made their grant application process easier.

VII. CTE Recruitment Follow-up

Amy Romito reported that she recently attended a training on the subject of CTE student recruitments but said it did not present any new solutions that our districts were not already implementing. Amy also commented that she had seen lots of activity on social media of NSERVE schools promoting CTE which is excellent. Chris Powell mentioned that he will be needing two new CTE teachers to replace retirees. He is looking for an automotive teacher that can also teach other areas of applied tech. Amy mentioned that in her past role for CPS she was responsible for recruiting teachers and will share what information she has regarding candidates that could fill the roles that Chris will have open.

VIII. Upcoming Professional Development and Career Guidance events

Amy Romito shared that there are three events coming up that might be of interest to CTE teachers and students:

- [Oakton ECE and K-12 Career and Transfer Fair](#)
- [Illinois Design Educators Association \(IDEA\) regional and state competitions](#)
 - i. [Competition information for teachers](#)
- [Triton College Front of House Forum, March 23, 2021](#)

IX. February is CTE Month

Amy Romito reminded those present that February is CTE month and asked what schools might be doing to create awareness of this. Jason Boumstein mentioned that February is also Black History Month and so they are connecting these two by highlighting instances where Black people have been successful in a CTE career; especially if the career is also non-traditional by gender. Erica Tuke shared that at Maine they are highlighting their different CTE departments and recording videos which illustrate careers in each area. Chris Powell added that the CTE career individuals spotlighted throughout February at Niles are all Black. Chris added that there is a plan to highlight racial diversity in CTE roles throughout the school year, not just February.

X. NSERVE Summer Career Exploration courses update

Amy Romito reported that NSERVE is looking at offering the Summer Career Exploration courses as either a hybrid or all-virtual. It is hoped that the teachers in Healthcare and Engineering will continue, but we are looking for a new business teacher. Brian Whalen is not able to fulfill the role of Course Director this year and so Darlene Gordon will take on that role. Darlene will be reaching out to industry partners to establish guest speakers and field trips. Field trips will most likely be virtual but possibly in person. Amy asked those present to report on what they knew of their school's summer school plans. Sam Archer reported Maine will be entirely virtual. Amy expressed that NSERVE had hoped to use a Niles campus site to conduct some of the courses in person. Chris Powell said that it is Niles' plan to return to in person classes on March 1, but that it was unlikely that Niles campus would be open this summer. Michelle Vazquez reported that some Evanston teachers and students will return to campus on February 16, but all academic instruction will still be remote. The in-person participation will be optional for both students and teachers. The focus will be on student support and for CTE students to fulfill the hands-on requirements for their courses. Evanston's summer program is undecided. Dawn Hall reported that Glenbrook is planning in person summer school classes with possibly one section offered remote. The students are back at Glenbrook full time but the school may revert to an A-B day hybrid if COVID cases increase. Mary Anne Brown asked if the schools envisaged summer school being more focused on recovery classes for students that have not been successful during the school year, or if they expect a similar variety offering as in prior years. Mary Kosirog reported that Glenbrook's offering to students would be much the same as any other year. Jason Boumstein added that they are evaluating what curriculum changes might be necessary in order to ensure the success of students on their courses.

XI. FY21 Elementary STEM Mini Grants

Amy Romito reminded those present that NSERVE is accepting applications for the Elementary STEM mini grant. Kudos to Jason Boumstein as the first to complete his application. More importantly, NSERVE needs to know if any school is definitely not going to apply for the grant, since that would require an adjustment of the amount of funds going to each school.

XII. District Data Required by ISBE

The District Data Required by ISBE completion record was shared with the group with a reminder for them to complete all the required records. Many schools have completed them but some have not. Mary Anne Brown has offered to help districts complete their list of educators. If the school provides Mary Anne with a teacher listing, she will update and correct the record. Also, Mary Anne reported that the Equipment Inventory had been updated to reflect the purchase that had been made in the 1st and 2nd quarters of FY21. Now the purchases have been made, serial number and location updates are needed.

XIII. Oakton Update

Cindy Nijmeh reported that Oakton has launched the new self-service registration for the spring semester. There have been a few teething problems but they are being addressed. There seems to be about a 5% decline in enrollment in dual credit courses this year, most likely because of the pandemic. Oakton is still working with Maine D207 to establish a dual credit Cybersecurity course and a Speech course. Cindy also reminded those present of the withdrawal deadlines for the spring semester.

Marc Battista reported that in order to use Perkins grant funds at Oakton, they are required to submit the Programs of Study inventories to ICCB. These programs included courses taught at the secondary level as well as postsecondary. The full POS inventory is required by ICCB on July 1, 2022. Oakton is concentrating on high growth areas first, such as Healthcare.

Marc also reported a number of proposed course changes. Oakton is creating and/or redefining its business certificates, law enforcement AA degree, forensics certificate, advanced CNC machinist certificate, marketing communications certificate and two new graphic design certificates (digital audio and digital video). They are all planned for fall 2021.

Michelle asked Marc if the ICATT apprenticeship program is still in operation with Oakton, since the information on the Oakton website seems out of date. Marc confirmed that the collaboration between ICATT and Oakton is still happening for various certifications and Marc will be in touch with Michelle to elaborate more.

XIV. Other Items for consideration

No other items for consideration were offered.

XV Adjournment

A motion was made by Michelle Vazquez and seconded by Dawn Hall to adjourn the meeting at 1:08pm. All were in favor.