

# NSERVE

## BOARD OF CONTROL MEETING

Main Office Conference Room, Maine South High School, 1131 South Dee Road, Park Ridge, IL

Wednesday, March 20, 2019 - 8:00 a.m.

### I. Call to Order

Mr. Shawn Messmer, Board of Control President, called the meeting to order at 8:10am

### II. Roll Call

#### Present

Dr. Sandra Arreguin  
Mr. Shawn Messmer  
Dr. Rosanne Williamson  
Ms. Martha Eldredge Stark  
Ms. Julianne Arvizu  
Ms. Mary Anne Brown

#### Absent

Dr. Peter Bavis  
Ms. Anne Brennan  
Mr. Peter Tragos

### III. Approval of Board of Control Consent Agenda

The Board was asked to approve a consent agenda of:

- Joint Board of Control/Administrative Council Minutes of December 11, 2018
- Financial Reports for December 2018, January and February 2019

A motion to approve was made by Rosanne Williamson and seconded by Sandra Arreguin. All were in favor.

### IV. Collaboration Time

Shawn Messmer shared that Maine District 207 is developing a Memorandum of Understanding with IBEW so that students could earn points for some of the courses taught at Maine, which could be applied to the IBEW paid apprenticeship program. Shawn said that they are hoping that they can persuade IBEW to have some of their teachers teach courses at the high schools. IBEW has reviewed the curriculum taught by District 207 and has verified that Maine's curriculum matches their standards. IBEW is very interested in the collaboration because their work force is retiring, and new employees are needed.

### V. NSERVE's FY19 Grant and Financial Status

Martha reported to the Board on the status of the FY19 grant. She shared a report from the Department of Education which indicates that the Perkins funding will increase for the next federal financial year and is hopeful that the new funds will benefit our schools. The state is currently developing the one-year transition plan for Perkins V which will be followed by a four-year plan.

Martha reminded the Board that NSERVE borrowed a total of \$65,000 from our districts in November 2016 (\$35,000) and February 2017 (\$30,000) because payments from the state were extremely late and NSERVE did not have enough funds to continue operations. Martha said that the flow of funds from the state has improved in the past year. NSERVE has also earned higher than expected interest on its fund balance and earned income from running the AMPED training for out of region/out of state teachers. The combination of these factors means that NSERVE is now in a position to return the \$65,000 to the districts. A motion was made by Sandra Arreguin and seconded by Rosanne Williamson to have NSERVE return the \$65,000 borrowed by NSERVE in FY17 to the districts. All were in favor. Checks and letters of explanation will be sent out shortly.

### VI. New NSERVE Career Pathways Guide

Martha Eldredge Stark presented the Board with copies of the new NSERVE Career Pathways Guide. The guide was completely redesigned by Mary Anne Brown to reflect Illinois' seven career pathways adopted as part of the PWR Act. The new brochure includes a "How to Use this Guide" page, extensive information on Oakton and Triton community college programs, and apprenticeship programs available for ICATT, TMA and CISCO. Finally, there is a thorough 4-page index which is color coded to guide students to the seven color coded pathways.

Martha suggested that NSERVE could make customized versions of the brochure to better reflect the individual district courses and dual credit available in each district/school. Shawn Messmer explained that the Maine 207 online guide more closely fits with the programs they are able to offer students.

Mary Anne Brown added that she used the Chmura JobsEQ software extensively in creating the new brochure. The program was able to give up-to-date information on job titles and the education requirements for those jobs. NSERVE will be posting the brochure online. Ultimately, the online version will be in a page-turning book format and have links to various websites for easy reference. Rosanne Williamson requested to take 25 copies of the brochure to share with the Glenbrook evening school students' families.

## **VII. NSERVE Draft Budget for FY20**

Martha presented the Board with a draft budget for FY20. The budget is based on the same salaries and grant allocations from the state as in FY19. Wherever possible, all other budget lines have been updated to the anticipated FY20 costs. The charges for rent, fiscal services, etc. from Maine District 207 remain the same as in FY19 per Mary Kalou. Martha reported that one challenge of the new budget is that the administrative cap for CTEI has not changed in 20 years, even though both the grant itself and NSERVE's administrative costs have increased in that same time period. Martha also provided the Board with a chart outlining the payroll costs based on a variety of pay increase percentages. Because IMRF charges have reduced substantially, overall payroll costs for NSERVE's IMRF employees will be lower in FY20, even with a pay increase. Martha also shared a new spreadsheet showing the additional income that NSERVE has received in FY19 from out-of-area districts paying for AMPED training and investment interest. These funds are being used to pay out Martha's vacation days before her retirement in 2020 and are used for food costs and travel costs for Mary Anne Brown to attend conferences; both of those expenses cannot be purchased with grant funds. Martha reminded the Board there is legislation in Springfield that may affect the current 3% cap on TRS eligible pay increases. It may revert to 6%.

Martha also presented a plan for Regional Activities expenditure for FY20 and reviewed the proposed changes for FY20. NSERVE might expend more funds into elementary schools since the new Perkins V grant allows funding of elementary schools down to 5<sup>th</sup> grade. It's not clear if the State of Illinois will adopt that idea in its Perkins V transition plan. Futures, the event at Oakton that encourages 8<sup>th</sup> grade girls to take STEM courses in high school, expanded to two days in FY 19 and so NSERVE would like to increase the funding for this event, if allowable. Shawn Messmer suggested that NSERVE evaluate the true costs of putting on the Futures events and establish whether increased funding is truly needed and if increasing funds would increase participation. Martha also may suggest an increase the funds for the Gateway to Technology participation fees for elementary schools, if Grade 5-8 funding is increased.

Shawn asked if the licensure costs for Chmura JobsEQ program and the Inspire Your Future (IYF) software subscription could be shared in such a way that the schools pay for what they use. Martha explained that the costs are discounted because they are billed as a regional expense. She also included a user report for Chmura use showing that Maine Township has the highest usage followed by NSERVE. Rosanne Williamson is concerned that the use of Chmura and IYF at Glenbrook is limited. She would like to evaluate the true goal and value of both the Chmura and IYF programs. Julianne reported that the use of IYF at Glenbrook is increasing and that she is making the effort to engage students more directly. Shawn mentioned that with a full-time person in each school at Maine, the goal of having career experiences for students is only just gaining traction. He also reminded that efforts in improving career experiences for students is required by ESSA. It is unclear whether students continue to use the IYF program beyond when the program is first demonstrated to them. Martha expressed her agreement that the use of both programs should continue to be evaluated, and that she hoped the Board would approve the licenses for at least one more year while continuing to evaluate the use of the program in each school.

At this point in the meeting, Julianne Arvizu gave her report on IYF. Julianne and Martha participated again in the Evanston Career Options Night where they informed parents, students and community members on how to use the IYF program. They also participated in the Glenbrook North Spartans Connect Day in March, presenting to approximately 112 students. Julianne also assembled three industry-specific panels of professionals who could answer students' questions. Julianne reported on usage of the IYF with data from Career Cruising. The districts

using the program the most are Evanston and Niles. Going forward, Julianne will be providing specific data for each district to show their usage with prior year data to make a comparison. Julianne emphasized that even if some NSERVE schools do not use IYF she can still be a useful resource for schools to make industry contacts and connect students with workplace experiences.

There was further discussion about how to advise students on selecting career pathways, how real-world experience helps determine future choices, the parents' role in advising their student, etc. Rosanne mentioned that Glenbrook parents are less inclined to have their students determine their career path as early as high school and that it should be explored in college, partly because they are unlikely to know their career intentions in high school. Shawn emphasized that Maine's approach was to give students experience both to eliminate and/or confirm certain pathways for students, followed by a return on investment conversation which helps students and their families make an informed postsecondary decision.

Martha explained that she has included funding in the proposed Regional Activities budget for curriculum development. Seven of our engineering teachers will attend a professional development day at Winzeler Gear in April. John Winzeler, President of Winzeler Gear, is hosting this day in hopes that area schools should have some engineering curriculum based around plastics manufacturing. Also included is a faculty member from UW Stout who teaches plastics engineering. The hope is that following this day at Winzeler and with the help of the stipends from NSERVE, engineering teachers will develop some units/modules specific to plastics. Martha asked the group's input on how the payments of these teachers would be handled with respect to TRS etc. After some discussion, it was decided that considering there are different pay rates for curriculum work at our schools, it would be easiest if NSERVE gave the districts a lump sum and each district would figure out the teacher pay rate and how to handle TRS payments etc. Shawn said that proposals for curriculum projects are being reviewed now ready for the school board to approve in May and suggested that NSERVE should act on a similar timeline.

Martha suggested that the Board would want to discuss salary revisions for Martha, Mary Anne, and Julianne. Shawn said that he would first want to review what was agreed by the Board of Control in FY18 since it was a plan which took Martha through to her retirement in 2020. It was agreed that the Board members present would still like to discuss salary increases. Martha, Mary Anne, and Julianne left the room at 9:28am. They returned to the meeting at 9:33am. Shawn Messmer explained that he needed to review the documentation and correspondence of FY18 to verify what was decided at that time, which will enable the Board to follow the same model going forward. He will advise Martha between now and May such that an FY20 budget can be crafted; and the Board will approve the FY20 budget at the May meeting.

#### **VIII. Legislative Issues**

Martha reported on the bill brought by Stand for Children, HB2093, which aims to have the new Perkins funding not dispersed to Education for Employment (EFE) regions, like NSERVE. In their promotion materials, Stand for Children stated that only 12% of the CTE programs in high schools align with the requirements in industry. Martha met with Jessica Handy, from Stand for Children in February, and used the JobsEQ program to produce reports which showing that the CTE programs in our high schools very closely follow the skills and career areas needed in the job market in our area. She also attended a meeting on Friday, March 15 with other EFE Directors in Bloomington to make their case to Stand for Children staff; and testified in Springfield at the House Education Appropriations Committee on this issue. Martha is also expressing concern that while CTE programs do endeavor to align to industry skill requirements and make students aware of where there are needs in the workforce, high school CTE programs need to provide career exploration for students through courses and real-world work-based learning experiences.

#### **IX. Professional Development Report**

Martha reported on the professional development day for Family and Consumer Science (FCS) teachers at Triton College. FCS teachers from our districts spent the day at Triton, touring their facility and meeting with Triton administrators regarding collaboration on dual credit courses for students in culinary arts. One stumbling block was that Triton required all students for dual enrollment to take an Accuplacer test. However, at the meeting, it was confirmed that Triton is moving towards a multiple measure acceptance which would no longer mandate Accuplacer. Another issue is that Triton requires teachers to have three years of industry experience to become

adjunct faculty, and many of our FCS teachers do not have that experience. Martha is continuing negotiations with the college to see if there are competencies that could be demonstrated.

She also reported on the Switch Electric Vehicle 4-day training, which was a huge success. As a result of the training, Glenbrook North will be including this instruction to students as part of their PLTW courses and other schools will be offering it as part of automotive classes.

**X. New NSERVE Career Pathways Guide**

Martha Eldredge Stark has presented this to the Board during the Collaboration Time earlier in the meeting.

**XI. IACTE Report**

Mary Anne Brown thanked the Board for permitting her to attend the IACTE conference in February. The main purpose of her attending with Martha Eldredge Stark was to give a presentation on the methods and templates Mary Anne has devised to enable NSERVE to simplify and maintain the data required by ISBE. The presentation was called "Feeding the ISBE Data Monster." Mary Anne provided the Board with the PowerPoint handout she created, as well as templates of the Google forms that she uses to track data. The presentation was very well received, and Mary Anne provided her templates to several other EFE directors around the state who wished to use them. Mary Anne also gave the Board a written report on the other sessions she attended over the two-day conference.

**XII. Scaling Education Pathways in Illinois (SEPI) grant status**

Martha reported that administrators from Maine 207, Niles 219, and Glenbrook 225, as well as representatives from Oakton Community College, Northeastern Illinois University and Northwestern University attended a meeting that NSERVE scheduled in February to discuss the SEPI grant. The outcome of the meeting was a consensus that the districts would not pursue the grant but would draw on some of its objectives, as well as best practices in other regions to develop an Education Pathway for students in our schools. The main objective of the grant was to encourage students to pursue a teaching career in Illinois, and to increase the diversity of teacher candidates in our region. The group will meet again on April 4<sup>th</sup> to discuss the plan further.

**XIII. Oakton Update**

There was no Oakton update as Anne Brennan could not attend the meeting.

**XIV. Inspire Your Future update**

Julianne Arvizu gave her report during the budget discussion earlier in the meeting.

**XV. Summer Career Exploration Courses Report**

Martha Eldredge Stark reported that she is still searching for two teachers to teach the Healthcare Career Exploration Course this summer. She has four applications for the assistant director position and will be interviewing them with Brian Whalen soon. The engineering class is full; it has 22 students. The Healthcare class is filling up. There is only one student registered for the Environment/Horticulture class and unless this increases significantly the class will be cancelled.

**XVI. Other Items for Consideration**

The following item was shared with the Board:

- Crosswalk of Endorsement Areas to National Career Clusters

**XVII. Adjournment**

The meeting was adjourned at 9:45 a.m.