

**NSERVE**  
**BOARD OF CONTROL/ADMINISTRATIVE COUNCIL**  
**Maine South Principal's Conference Room, 1131 South Dee Road, Park Ridge, IL**  
**Tuesday, December 11, 2018 - 8:00 a.m.**

**I. Call to Order**

Mr. Shawn Messmer, Board of Control President, called the meeting to order at 8:15 a.m.

**II. Roll Call**

**Present**

Ms. Samantha Archer  
Dr. Sandra Arreguin  
Dr. Peter Bavis  
Mr. Jason Boumstein  
Mr. Patrick Fonsino  
Ms. Shelley Gates  
Ms. Dawn Hall  
Ms. Mary Kosirog  
Mr. Shawn Messmer  
Ms. Cindy Nijmeh  
Ms. Rebecca Stewart  
Ms. Michelle Vazquez  
Ms. Martha Eldredge Stark  
Ms. Julianne Arvizu  
Ms. Mary Anne Brown

**Absent**

Mr. Steve Belford  
Mr. Chris Powell  
Mr. Peter Tragos  
Dr. Rosanne Williamson

**III. Approval of the Board of Control Consent Agenda Items**

The Board was asked to approve a consent agenda of:

- Board of Control Minutes – September 5, 2018
- Financial Reports: September, October, November 2018
- FY18 NSERVE Audit
- IACTE Conference attendance for Mary Anne Brown

Martha Eldredge Stark explained that since NSERVE operates on a cash (rather than accrual) basis, the fund balance quoted in the audit is misleading. The Board was provided with an explanation of the fund balance at the end of FY18 taking into account the late FY18 state CTEI payments and expenditures that occurred after the close of books on June 30, 2018. (The FY18 CTEI grant was extended into FY19.) The Board was reminded that \$65,000 of the fund balance is a loan from the districts which helped with cash flow for NSERVE's operational expenses when CTEI grant payments from the state were extremely late in FY17 and FY18. No FY19 CTEI funds have been received to date. Martha explained that the AMPED training held in June 2018 generated an income of \$15,560. She then asked the Board's permission to use non-grant funds to have Mary Anne Brown attend the IACTE conference in February 2019. A motion was made by Dr. Peter Bavis and seconded by Ms. Anne Brennan to approve the consent agenda. All were in favor.

**IV. Approval of Administrative Council Minutes from November 2, 2018**

A motion was made by Shelley Gates and seconded by Mary Kosirog to approve the November Administrative Council minutes. All were in favor.

**V. Collaboration Time**

Dr. Laura Cook from Maine Twp. District 207 began the collaboration time by giving a presentation on how the Chmura JobsEQ labor market software is being used in District 207. The Chmura JobsEQ/RTI software was purchased in spring of 2018 and the first full year subscription was purchased by NSERVE in July 2018 with one seat for each school. District 207 purchased additional seats. Laura Cook reported that the software is being used by department chairs to study labor market trends, and the data gleaned from JobsEQ can assist them in determining what courses should be offered to students to best prepare them for their post-secondary plans. The data can also be utilized through direct contact with the employers posting job openings in the RTI section

of JobsEQ, which is updated every 24 hours. This direct contact can help in locating class speakers and internships in a particular career field. Administrators are using JobsEQ to help determine what hard and soft skills are needed and how that can be incorporated into the curriculum. Counselors are using the reports generated by JobsEQ to help direct students in career paths, with a knowledge of job openings, salary, etc. Laura Cook has produced summary reports from the software to help counselors inform students about specific career paths. Laura will forward an example to Martha Eldredge Stark to share with both the Board of Control and Administrative Council.

Becky Stewart reported on the AWS (Amazon Web Services) certification. She reminded the group that there is a webinar on Friday, December 14<sup>th</sup> which will provide an introduction to AWS certification. Becky explained that the AWS program provided opportunities for students to earn skills in computer science and earn badges which would be recognized by Oakton Community College computer networking program. Becky said that they had not determined exactly how the program would be incorporated into their current classes or whether it would be a stand-alone class.

Patrick Fonsino reported that he is looking into creating a capstone class in Engineering Design at Maine. He is currently in conversation with teachers in the DuPage area to collaborate on developing a curriculum. He will be liaising with Martha Eldredge Stark to present on their progress at the February Administrative Council Meeting. Shelley Gates said that Evanston is planning to adopt the PLTW capstone class, Engineering Design and Development but is also interested in working with other districts to create an alternative capstone class. Jason Boumstein suggested that contacting the faculty Engineering and Business departments at Northwestern would be a useful exercise in developing the curriculum. He suggested that faculty at Northwestern could bring their ideas on what real-world skills are desired in Engineering Design.

Mary Kosirog reported that their enrollment in the Business Incubator program is low. An idea to boost enrolment might be to hold a region-wide competition for students to demonstrate their business idea with the incentive of prize money to pursue the idea. It was generally thought to be a good idea but the challenge would be in getting such a project off the ground. It would need someone to take on the idea and develop it. Shelley Gates said that students at Evanston work with Junior Achievement on a similar competition and that it might worth trying to involve Junior Achievement.

**VI. Chmura Demonstration – Laura Cook, Maine Twp. District 207**

See report above in Collaboration Time

**VII. ESSA College and Career Readiness Indicator – Alignment with PWER Act and Perkins V**

Martha Eldredge Stark explained that there is a new definition of a CTE concentrator in the Perkins V reauthorization. A concentrator is now determined as a student who has completed “two courses in a sequence.” She explained that there could be some changes in determining ISCS sequences since a class is no longer determined by Carnegie units. Martha reviewed the new Illinois Career Pathways Dictionary, which standardizes a number of terms that are utilized in the ESSA College and Career Readiness Indicator (CCRI) and in the PWR Act. She also reviewed a number of documents and templates from a PaCE Framework implementation workshop which could aid schools in determining benchmarks and could spark ideas for districts’ PaCE implementation. The documents also included an example of a checklist which has been developed and is being implemented by District 214.

Martha also reminded those present of the opportunity for them to have input in the development of the state one-year interim and subsequent four-year plan for the Illinois implementation of the Perkins V legislation. She explained that a part of the new act will require districts to conduct a comprehensive needs assessment and that their programs and grant applications will reflect that assessment. Martha provided a “Quality CTE Program of Study Framework” created by ACTE, which could be used as a template for the needs assessment.

**VIII. Programs of Study Revision**

Martha Eldredge Stark presented a sample pathway page of the new NSERVE Programs of Study. Mary Anne Brown and Martha are currently doing a complete revision of NSERVE’s Program of Study which will be organized by Illinois’ seven new career pathways (rather than the previous national 16). The group was also provided copies of the Belvidere D100 brochure that was created or them by CareerTech. Media.

**IX. Professional Development**

SWITCH Electric Vehicle – Martha reported that she and Chris Powell were still negotiating with Peter Oliver at Switch Vehicles about the opportunity to provide PD in exchange for using Niles West’s SWITCH car for a conference in March.

Triton Culinary Arts –The culinary arts teachers at our schools will visit the Triton College Culinary Arts program on February 26, 2019. The day will likely consist of a tour of the facility, having lunch in their restaurant, and discussing dual credit. In the afternoon, the high school teachers will share best practices. Martha also asked the group whether they wanted to have NSERVE host another training session in ServSafe in the spring. This would provide training for FCS teachers to earn the ServSafe food managers certificate, qualifying them to teach the same course in high schools. If students earned the manager’s certificate, they would qualify for two dual credit hours in Triton’s program.

**X. Oakton Update**

Anne Brennan gave a report on recent activities at Oakton:

Oakton is planning a programming competition for high schools students in March. More information will follow.

Improving the dual credit process is still a work in progress. Enrollment is up 50% partly because all students are registered early in the year now (September) and there are now freshman and sophomores in manufacturing classes. Anne reminded everyone that anyone wishing to withdraw from a year-long course would need to do so by mid-February. Their Oakton transcript would show a withdrawal. Districts will be invoiced for this year’s dual credit students shortly. The invoice will have extensive information about the students enrolled so that the information may be verified by the school. It is hoped that there will be full online registration soon. There was some discussion about the timing on enrolling students for dual credit in the second semester. Evanston, in particular, is not able to enroll as early as Oakton would like since students are still determining whether they wish to pursue dual credit. Anne Brennan and Cindy Nijmeh indicated that there is room for flexibility.

**XI. JAG – Jobs for America’s Graduates**

Martha reported that the JAG program (Jobs for America’s Graduates) will be re-launching in Illinois in the coming months. JAG is a national program which helps students needing intensive intervention for graduation, career readiness and transitions. The JAG program has a 95% graduation rate and a 64% employment rate. It helps students find direction in their post-secondary plans through teambuilding and motivational coaching. The state will provide funds to seven districts wishing to participate. The district would contribute \$20,000 towards the cost of a JAG specialist in their schools, who would be a full time employee. The JAG specialist would also be responsible for employer engagement in the school. It is hoped that the seven sites will be in place by FY20. Jonathan Furr of Education Systems Center at Northern Illinois University is initiating the Illinois program expansion.

**XII. Inspire Your Future Update**

Julianne Arvizu reported new data on Inspire your Future (IYF) implementation. IYF now has 219 companies, 334 coaches and 1,219 Career Exploration Opportunities. Julianne continues to work with Evanston, Niles, New Trier, and Glenbrook North and South High Schools to help implement IYF in the schools. Julianne and Martha have attended and are scheduled to attend a variety of events at the schools, for students and parents.

**XIII. Other Items for Consideration**

Martha shared the following articles and information with those present:

- Second Annual National Symposium for Supply Chain Automation – Dr. Sompolski, at Oakton is offering free registration for NSERVE educators.
- District 214 listing of Dual Credit Courses and Postsecondary Partnerships
- Oakton Community College updated list of Dual Credit Courses
- Dual Credit Quality Act Amendment SB3645
- ED-RED FAQ’s on Dual Credit Quality Act Amendment SB3645
- Transitional Math Update, December 2018 – NIU EdSystems, Center for P20 Engagement, Advance Illinois

**XIV. Adjournment** - The meeting was adjourned at 9:55a.m.