



**Regular Board Meeting
Friday, August 17 2018
Regional Office of Education, 7:30 am**

AGENDA

1. CALL TO ORDER by President
2. ROLL CALL
3. Approval of Agenda
4. Comments from the Community
5. Approval of Meeting Minutes
 - a. June 13, 2017 Board of Governor's Meeting
6. Nomination of CEANCI Board Positions
 - a. Approve Board President Dr. Dan Woestman
 - b. Approve Board Secretary Dr. Julie Morris
7. System Director's Report
 - a. Affirm FY 2019 System Director Goals
 - b. Presentation of FY 2019 Tentative Budget
 - c. Presentation of Plan of Action for the Strategic Plan
 - d. Strengthening Career and Technical Education for the 21st Century Act
 - e. FY 2019 District Allocations
 - f. CEANCI Education Programs
 - g. RVC Linking Talent with Opportunity Project Update
presentation, Kelly Cooper, Executive Director of Engineering our Future, RVC
8. New Business
9. Executive Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)
10. Action Items
 - a. Approve FY 2019 Tentative Budget
 - b. Approve FY 2019 District Allocations
 - b. Approve FY 2019 CEANCI Education Program Billing
11. Adjournment

System Director Notes to accompany the August Board of Governor’s Meeting Agenda

Agenda Item 1-5.

These are routine items needing no explanation.

Agenda Item 6. Nomination of CEANCI Board President and Board Secretary

a. Approve Board President Dr. Dan Woestman and Board Secretary Dr. Julie Morris

Dr. Dan Woestman has agreed to fill the role of President of the CEANCI Board of Governors for the upcoming school year. Dr. Julie Morris has agreed to fill the role of Secretary of the CEANCI Board of Governors for the upcoming school year.

Agenda Item 7. System Director’s Report

a. Affirm FY 2019 System Director Goals

The FY 2019 System Director Goals are a reflection of the work necessary to launch the new CEANCI Strategic Plan. The first two goals encompass – education and training and the career development continuum – with benchmarks that identify first steps in the process of creating career pathways. The third goal focuses on continuing to grow relationships with superintendents to encourage ongoing conversations that embrace the work of CEANCI and the needs of the districts.

GOAL	MEASUREMENT
Provide support to districts to ensure students have the opportunity to enroll in a series of connected education courses that transition to postsecondary and other training options	100% completion district needs assessment
	100% completion recommendations for career pathway development as requested
	Advisories for targeted pathways (3)
Provide support to districts to ensure students navigate through a Work Based Learning Continuum which includes a distinct set of experiences focused on learning about work - Awareness and Exploration, learning through work – Career Practicum and learning for work – Career Training.	6-8 grades - 15 awareness/exploration student experiences in targeted pathways
	6-8 grades – middle schools PaCE analysis and recommendations as determined in the district needs assessment
	6-12 grades - WBL Continuum training for counselors, CTE Directors (high school administration), CTE high school instructors
	12 grade – 10 students Career Practicum experiences in targeted pathways
Enrich relationships with Board members	Individual meetings quarterly
	Monthly communications to Board members

b. Presentation of FY 2019 Tentative Budget

The FY 2019 budget has been prepared for your perusal. Summary of revenue, expenses over initiatives reflected in this year's budget include:

Revenue

*TOTAL REVENUE decrease \$99,650 (-4%)

*actual federal/state grant increase of 4%

*INCREASE 6% of FY 2019 PERKINS - TOTAL \$705,890

*INCREASE 2% of FY 2019 CTEI – TOTAL \$783,760

*FY 2018 GRANT EXTENSION REVENUE included - CTEI \$275,000; Perkins \$60,725

*LOCAL REVENUE decrease of \$150,799 – CFNIL grant and Regional Program Tuition

Expenditures

**General Administration/CEANCI Staff Expenditures (line items 45-69, 24-34)*

TOTAL \$280,193 (+1%)

– moved ½ FTE Special Projects Coordinator to Instructional Support to adhere to grant constraints for General Administration Expenses; ensures no FY 2019 Administrative Fee Assessment for consortium members

**Career Guidance/Elementary Allocation (line items 17-23, 71)*

TOTAL \$53,500 (-12%)

- elementary allocation of \$37,000 (0%) is a required allocation set by ISBE – includes Strategic Plan initiatives - new activities include elementary focus on career awareness and exploration activities, middle school summer camp, career pathway focus months

- new activities include high school focus on career practicum and internship activities, Manufacturing continuum of events tied around Manufacturing Day, health science field trips and discovery at Rock Valley College, region industrial technology competition

**Instructional Support/District Allocations (line items 11-16, 35-38, 43, 71)*

TOTAL \$1,460,475 (-9%)

- dictated by grants submitted by the schools and includes district allocated funds for FY 2018 (\$335,725) and FY 2019 (\$1,124,750); decrease is a reflection of the end of the CFNIL grant and decrease in grant dollars carried over into the new cycle in comparison to last year's carry over

- *CTE Instructor Salary (line item 71)* TOTAL \$72,844 (-45%)

- provided districts with option to use allocation for Instructional Spending or CTE Instructor Salary assistance; adheres to grant constraints for CTE instructor salary maximum expense

CEANCI
TENTATIVE BUDGET FY2019

CASH ON HAND

FY19	FY18
528,000	489,000

REVENUE

LINE
ITEM **Local Sources**

- 1 1320 Administrative Fees
- 2 1332 Regional Program Tuition
- 3 1332 Advance Now Tuition
- 4 1510 Local Interest
- 5 1920 Private Contributions
- 6 1940 Services Provided Other Districts
- 7 3299 Sale of Equipment
- 8 1999 Local-Other Revenue

FY19 BUDGET	FY18 BUDGET
	-
69,866	102,640
0	-
1,000	1,000
1,800	1,800
0	
0	118,025

State Sources

- 9 3220 CTEI Grant

1,058,760	1,104,807
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Federal Sources

- 10 4799 Carl Perkins Grant

766,615	669,419
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TOTAL REVENUE SOURCES	1,898,041	1,997,691
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EXPENDITURES

1400 INSTRUCTION

- 11 310 Student - Professional/Technical Services
- 12 332 Student Travel
- 13 333 Student Food
- 14 410 Instructional Supplies/Tools
- 15 470 Instructional Software
- 16 550 Instructional Equipment

105,634	32,300
4,400	3,010
500	250
259,737	256,478
166,022	238,525
629,926	619,223

TOTAL INSTRUCTION	1,166,219	1,149,786
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2120 CAREER GUIDANCE

- 17 310 Professional/Technical Services
- 18 314 Other Professional/Technical Services
- 19 333 Food Related Expenses
- 20 340 Communications
- 21 360 Printing
- 22 410 Supplies
- 23 550 Equipment

29,025	52,492
0	
3,250	1,150
1,000	1,000
3,500	3,500
13,225	2,950
3,500	-

TOTAL CAREER GUIDANCE	53,500	61,092
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CEANCI
TENTATIVE BUDGET FY2019

		FY19 BUDGET	FY18 BUDGET
2210	<u>INSTRUCTIONAL SUPPORT</u>		
24	100 Curriculum Coordinator	57,987	56,850
25	110 Special Projects Coordinator	15,912	-
26	115 Community Outreach Coordinator	45,451	44,560
27	211 TRS	336	329
28	212 IMRF	4,210	3,756
29	213 FICA	3,805	2,763
30	214 Medicare	1,731	1,469
31	220 T.H.I.S.	510	501
32	221 Life Insurance	187	141
33	222 Medical Insurance	18,886	13,519
34	223 Dental Insurance	728	547
35	310 Professional/Technical Services	33,100	42,380
36	314 Other Professional/Technical Services	0	-
37	332 Teacher Travel	26,600	49,436
38	333 Food Related Expenses	7,000	9,470
39	340 Communications		
40	380 Workman's Compensation	647	660
41	381 SUTA	527	593
42	410 Supplies	1,700	550
TOTAL INSTRUCTIONAL SUPPORT		219,316	227,524

2230	<u>ASSESSMENT SUPPORT</u>		
43	300 Student Assessment Fees	11,700	0
TOTAL INSTRUCTIONAL SUPPORT		11,700	0

2330	<u>GENERAL ADMINISTRATION</u>		
45	100 System Director	57,987	56,850
46	110 Assistant Director	0	-
47	115 Administrative Assistant	15,912	24,645
48	211 TRS	336	300
49	212 IMRF	1,092	2,078
50	213 FICA	987	1,522
51	214 Medicare	1,072	1,171
52	220 T.H.I.S.	510	498
53	221 Life Insurance	94	114
54	222 Health Insurance	9,442	10,458
55	223 Dental Insurance	364	449
56	310 Professional/Technical Services	16,250	16,500
57	317 Financial Services	9,100	9,813
58	320 Repair & Maintenance	3,300	4,700
59	325 Rental	4,800	4,700
60	332 Administrative Travel	900	1,500
61	333 Food Related Expenses	40	300
62	340 Communications	600	1,200
63	350 Advertising	300	5,400
64	380 Workman's Compensation	401	536
65	381 SUTA	264	593
66	410 Office Supplies	1,450	937

CEANCI		
TENTATIVE BUDGET FY2019		

	FY19 BUDGET	FY18 BUDGET
67 470 Office Software	4,000	7,928
68 550 Office Equipment	0	-
69 640 Due & Fees	1,250	1,000
TOTAL GENERAL ADMINISTRATION	130,451	153,192

4240 PAYMENTS FOR CTE PROGRAMS TUITION

70 660 CTE Programs Tuition Flow Thru	69,866	102,640
TOTAL PAYMENTS FOR CTE PROGRAMS	69,866	102,640

4340 PAYMENTS FOR CTE PROGRAMS TRANSFERS

71 660 District Transfers and Flow Thur	246,990	303,457
TOTAL PAYMENT TRANSFERS	246,990	303,457

TOTAL EXPENDITURES	1,898,041	1,997,691
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TOTAL REVENUE - EXPENDITURES	0	0
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c. Presentation of Plan of Action for the Strategic Plan

The CEANCI team spent two days in the summer developing a year one action plan at the annual interoffice Strategic Planning Summit. The *Plan of Action* detailed below provides clarification on personnel (time) allocations, and four focus areas including district level meetings, pathway development, K-8 targeted pathway initiatives, and 9-12 targeted pathway initiatives. I also included the commitment of grant funds to the CEANCI Strategic Plan, which utilizes the FY 2019 System Perkins and CTEI allocations without decreasing FY 2019 District allocations.

PLAN OF ACTION
August 2018-June 2019

Personnel Allocation

- .5 FTE Curriculum Director
- .75 FTE Community Outreach Coordinator

Tactics

District Level Meetings

- Needs Assessments; work with district TEAM
- Recommendations as appropriate

Pathway Development

- Career Pathways Team RVC/CEANCI
- Components of Recommendation
 - Scope and Sequence of Courses that aligns*
 - Teacher Qualification Gap Analysis*
 - Student Qualifications*
 - Timeline for Implementation*
 - Find post secondary/other education partnerships if needed*
- Business Partner Development
- Facilitate MOU process

K-8 Targeted Pathway Initiatives

- Awareness activities (field trips, speakers, career fairs)
- MS Counselor Forum
- MS Summer Camp
- PaCE analysis

9-12 Targeted Pathway Initiatives

- Awareness and Exploration region events (Mfg Day, T & EE Competition, Health Science Day)
- Awareness, Exploration, Practicum Activities
- HS Counselor Forum
- Training WBL Continuum - counselors, teachers, administration, advisories
- Facilitate, establish partnerships between industry and education as needed
- Prepare and facilitate practicum and training experiences in targeted CTE programs
- Internship opportunities in targeted pathways

Financials

Expenditure	Budget	Line Item
Personnel	111,500	
Pathway Development	3,250	
RVC collaboration		2120-410, 2210-332, 4340-660
K-8 Targeted Pathway Initiatives	19,100	
Awareness Activities	5,000	1400-310, 2120-410, 4340-660
MS Counselor Forum	2,050	2120-333, 2120-360, 2120-410, 2210-332
MS Summer Camp	12,050	2120-310, 2120-333, 2120-410
9-12 Targeted Pathway Initiatives	26,000	
Awareness and Exploration Events	19,000	1400-310, 1400-410, 4340-660
Awareness, Exploration, Practicum Activities	3,000	4340-660
HS Counselor Forum	550	2120-333, 2120-410, 2210-332
Advisories	3,450	2210-332, 2210-333, 2210-410, 4340-660
TOTAL Career Pathways Investment	159,850	

d. Strengthening Career and Technical Education for the 21st Century Act

The federal legislation for the Carl Perkins Act has been reauthorized and was signed into law on July 31, 2018 now called the *Strengthening Career and Technical Education for the 21st Century Act*. Highlights of the law include:

- *effective date July 1, 2019 with a transition year through June 30, 2020 giving states time to submit transition plans

- *new purpose added – increasing employment opportunity to populations who are chronically unemployed or underemployed; references to *employability skills* which surround the ongoing conversations on skill gaps in today's workforce

- *28 new definitions linking to the WIOA and ESSA legislation; most interesting *career pathways* is defined in this piece of legislation for the first time

- **CTE concentrator* definition changes, which is significant as it relates to student performance data in the accountability systems of the grant; *students that have been enrolled in 2 or more courses in a single program of study*

- **Performance Indicators* change – addition of academic attainment in science, and breakdown of technical skill attainment into industry certification, post-secondary credit, participation in and/or work based learning experiences

- *NEW competitive innovation and modernization grants, federal and state options

- *State Plans – multiple changes in component requirements; Local Plans – NEW needs assessment – activities/outcomes must meet the needs identified in this study

e. FY 2019 District Allocations

In accordance with Section 5.5.1 Distribution of Income, the formula utilized for high school allocations is based on the units of credit generated by the students. Funding factor % is calculated and then applied to the TOTAL grant allocation in each grant. The *EFE 150 Allocations FY 2019* chart is included in the Board packet. All allocations for equipment and tools, technology, curriculum, software, and services will be distributed through the System by application of the region high schools. The FY 2019 Carl Perkins Grant allocation will be \$562,250 and the CTEI Grant allocation will be \$562,500.

New this year, I instituted district flexibility to allocate CTEI funds historically used for CTE instructor salary assistance to the CTE classroom aggregate. Districts that opted to use part of their CTEI funds for CTE instructor salary assistance will receive one payment at the close of the grant cycle; CTEI instructor salary assistance allocation is \$72,844.

EFE 150 ALLOCATIONS FY2019

FEDERAL

FY19 Carl Perkins

\$ 562,250

STATE

FY19 CTEI

High School

\$ 562,500

Elementary

\$ 37,000

PERKINS			
DISTRICT	High School	Funding Factor	Grant Award
BELVIDERE	Belvidere	7.4%	41,494
	Belvidere North	7.9%	44,137
BYRON	Byron	7.0%	39,133
HARLEM	Harlem	12.2%	68,370
HONONEGAH	Hononegah	9.7%	54,651
MERIDIAN	Stillman Valley	7.4%	41,494
NORTH BOONE	North Boone	3.3%	18,442
ROCKFORD	Auburn	7.0%	39,414
	East	7.8%	43,912
	Guilford	8.9%	49,759
	Roosevelt	1.7%	9,446
	Jefferson	9.0%	50,715
SOUTH BELOIT	South Beloit	1.1%	6,129
WINNEBAGO	Winnebago	5.9%	32,892
CEANCI		4.0%	22,265
		100.00%	562,250

CTEI	
CTE SALARY	Grant Award
0	41,513
0	44,156
4,760	34,390
30,000	38,400
0	54,675
0	41,513
3,800	14,650
8,571	30,860
8,571	35,360
8,571	41,210
0	9,450
8,571	42,167
0	6,131
0	32,906
0	22,275
72,844	562,500

FY19
TOTAL FED/ STATE DISTRICT ALLOCATION
171,299
78,283
136,770
109,326
83,007
36,892
386,577
12,260
65,798
44,540
1,124,750

f. CEANCI Education Programs (CEP)

*46 students are enrolled in CEP for Fall 2018; *Cosmetology (25), Medical Science (11), Automotive Technology (5), Engineering (3), Graphic Arts (2)

Billing for FY19 CEP is provided below; note this is to cover CEANCI programs located at region high schools and Educator’s of Beauty. Annual FY 19 regional program tuition established by the CEANCI Board is \$946; cosmetology tuition for quantity of 25 students is \$2,000 established by FY 19 Educator’s of Beauty Contract.

	REGIONAL		COSMETOLOGY		TOTAL
	ENROLL	TUITION	ENROLL	TUITION	
BELVIDERE	0	0	0	0	0
BYRON	6	5,676	2	4000	9,676
HARLEM	2	1,892	5	10,000	11,892
HONONEGAH	0	0	0	0	0
MERIDIAN	0	0	3	6,000	6,000
NORTH BOONE	13	12,298	0	0	12,298
ROCKFORD	0	0	14	28,000	28,000
S BELOIT	0	0	0	0	0
WINNEBAGO	0	0	1	2,000	2,000
TOTAL	21	19,866	25	50,000	69,866

g. RVC Linking Talent with Opportunity Project Update

The work for LTWO is well underway; RVC/CEANCI have met several times to map our course working collaboratively on developing the targeted career pathways established by RVC. Kelly Cooper of RVC will be providing an update on the project at the board meeting.