

**BOARD OF GOVERNOR MEETING MINUTES**

**Friday, January 19, 2024**

10:30 AM

Regional Office of Education  
300 Heart Boulevard  
Loves Park, Illinois

**Members Present:**

Dr. Cassandra Schug, Belvidere  
Mr. Michael Dugan, Hononegah  
Dr. Terrell Yarbough, Harlem  
Ms. Tiffany Rauman, Meridian Representative  
Dr. Mike Greenlee, North Boone  
Ms. Bridget French, Rockford Representative  
Mr. Scott Fisher, South Beloit  
Dr. John Schwuchow, Winnebago

**Ex-Officio Members Present:**

Ms. Tabatha Dougherty, CEANCI  
Mr. Scott Bloomquist, Regional Office of Education

**Guests:**

Ms. Beth Mead, CEANCI  
Ms. Janet Zinke, CEANCI  
Mr. Matt Fry, Belvidere School District

At 11:00 AM Dr. Schwuchow opened the meeting.

**ROLL CALL**

**APPROVAL OF AGENDA**

North Boone made a motion to approve the agenda for the meeting. Harlem seconded the motion.

**VOICE VOTE - approved**

**COMMENTS FROM THE COMMUNITY**

There were no comments from the community.

**APPROVAL OF MEETING MINUTES**

Belvidere made the motion to approve the minutes for the Board Meeting, November 3, 2023. Rockford seconded the motion.

**VOICE VOTE - approved**

### **EXCELLENCE IN EDUCATION**

Beth Mead gave a brief description of The Partner Appreciation Open House hosted by CEANCI Thursday, November 30 from 3:00 to 5:30 PM. We had approximately 35 business partners attend, each receiving a “goodie bag” and 5 business partners receiving special recognition of their continued support of CEANCI and our region students. Thank you to Dr. Schwuchow and Dr. Schug for your support by attending the event.

### **FINANCIAL REPORT**

Jenny Blocker from Benning Group attended the meeting via Zoom and discussed the CEANCI audit. Again, this year, the grant funds that were received were in excess of the \$750K limit to determine the more in depth audit. Ms. Blocker mentioned the government is considering changing the \$750K limit which would help CEANCI in future years and reduce the cost of the audit. In summary, there were no findings, no recommendations, and no comments made after the audit.

### **APPROVAL OF FINANCIAL AUDIT**

North Boone made a motion to approve the financial audit done by Benning Group as presented. Belvidere seconded the motion.

### **ROLL CALL VOTE - approved**

Tabatha Dougherty then started her financial report by stating CEANCI has spent over 50% of the Perkins grant and was on track to have spent over 50% of the CTEI grant by the meeting date; however, the State of Illinois has awarded CEANCI and extra \$78,641 to spend by the close of the fiscal year. Each school will receive notice of the amount they will receive and unless the school wants to purchase specific equipment the additional funds will be sent to the school in the form of CTE salary distribution.

### **APPROVAL OF PAYMENT OF BILLS**

Harlem made a motion to approve payment of bills for October 21 - December 31, 2023. North Boone seconded the motion.

### **ROLL CALL VOTE - approved**

### **SYSTEM DIRECTORS REPORT**

Ms. Dougherty advised the board that the Local Needs Assessment (LNA) is now OPEN on the IWAS website. CEANCI is creating a document that will start the LNA process with general answers that can be copied and pasted and then each district may add unique details as needed.

CEANCI has hosted a Zoom and an in person meeting of the Straight from Industry participants. We are looking to make this a permanent part of the CEANCI schedule and need to vote to add this to the Funds Agreement. Schools that choose to have new instructors attend will be required to allocation funds on their purchase list going forward.

### **APPROVAL OF FY25 FUNDS AGREEMENT**

North Boone made a motion to approve the additional line item to the FY25 Funds Agreement. Rockford seconded the motion.

### **VOICE VOTE - approved**

### **SYSTEM DIRECTOR GOALS**

Ms. Dougherty gave an update on the yearly goals and advised the board. The Program of Study has been submitted as required, the Program Quality Review is in process, and the LNA is open. CEANCI has hosted monthly business partner advisories and Tabatha has continued to send a one page of financial and event information to each superintendent. CTE Directors are contacted weekly and Tuesdays with Tab has been very successful.

Dr. Schwuchow advised the board he had made a mistake by sending out the System Director evaluation document too early, he will send that out again now so that at the next board meeting the System Director contract may be discussed.

### **APPROVAL OF CEP AGREEMENTS**

Harlem made a motion to approve CEP agreements with Rockford Public Schools and Hononegah High School. Hononegah seconded the motion.

**VOICE VOTE - approved**

### **NEW BUSINESS**

No new business.

### **EXECUTIVE SESSION**

North Boone made the motion to move into Executive Session. Belvidere seconded the motion.

**VOICE VOTE – approved**

Belvidere made the motion to move out of Executive Session. North Boone seconded the motion.

**VOICE VOTE – approved**

### **ACTION ITEMS**

North Boone made a motion to approve the FY25 EOB contract. Belvidere seconded the motion.

**ROLL CALL VOTE – approved**

Harlem made a motion to approval of the mid-year salary increase for the CEANCI Community Outreach Coordinator. North Boone seconded the motion.

**ROLL CALL VOTE – HONONEAGH VETO – approved**

Harlem made a motion to approval of the mid-year salary increase for the CEANCI Administrative Assistant. North Boone seconded the motion.

**ROLL CALL VOTE – HONONEAGH VETO – approved**

**ADJOURNMENT**

North Boone made a motion to adjourn the meeting. Belvidere seconded the motion.

**VOICE VOTE – approved**

Meeting was adjourned at 12:05 PM

Respectfully submitted,

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Tabatha Dougherty  
Recording Secretary

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Dr. Cassandra Schug  
Board of Governors Secretary