

BOARD OF GOVERNOR MEETING MINUTES

March 13, 2015

7:30 A.M.

Regional Office of Education
300 Heart Boulevard
Loves Park, Illinois

Members Present:

Dr. Michael Houselog, Belvidere
Dr. James Hammack, Byron
Dr. Pete Verona, Byron
Dr. Julie Morris, Harlem
Dr. Lynn Gibson, Hononegah

Mr. P.J. Caposey, Meridian
Mr. David Carson, Rockford
Dr. Ehren Jarrett, Rockford
Mr. Scott Bloomquist, Winnebago

Members Absent:

Dr. Steve Baule, North Boone
Mr. Thomas Mahoney, Oregon
Mr. Scott Fisher, South Beloit

Ex-Officio Members Present:

Ms. Margie Hartfiel, CEANCI
Dr. Linda Oshita, Boone-Winnebago Regional Office of Education

Ex-Officio Members Absent:

None

Guests:

Ms. Cyndy Sheetz, Boone-Winnebago Regional Office of Education
Tom Searle, Hononegah High School, Automotive Instructor
Mr. Matt Vonderheide, Hononegah Automotive Student
Ms. Lisa Kempthorne, CEANCI
Ms. Beth Mead, CEANCI

The meeting was called to order at 7:33 a.m. by Dr. Julie Morris, Governing Board President.

Roll Call

MOTION TO APPROVE AGENDA

There was not mention of this item, therefore no motion was made.

COMMENTS FROM THE COMMUNITY

No community members present for comment.

P.J Caposey arrived at 7:34 AM

MOTION TO APPROVE THE NOVEMBER 7, 2014 MEETING MINUTES AND THE JANUARY 23, 2015 SPECIAL BOARD MEETING MINUTES

Michael Houselog made the motion to approve the November 7, 2014 Meeting Minutes and the January 23, 2015 Special Board Meeting Minutes. The motion was seconded by Ehren Jarrett.

REGIONAL PROGRAM PRESENTATION

Lisa Kempthorne introduced Guest Speakers Tom Searle, Hononegah Automotive Instructor and Student, Matt Vonderheide. Tom Searle spoke of his experience and background as a teacher, his current involvement as an Instructor at Rock Valley College as well as the National NATEF Certification program he is implementing into his classroom. Tom advised Members Hononegah will be receiving a vehicle donation for his classroom. An opportunity was given for questions and there were no questions at this time.

Matt Vonderheide spoke briefly about his interest in the automotive field and shared while at a college visit in Laramie, Wyoming he was persuaded to enroll in a 9 month diesel program with the possibility of (3) month add-on courses. He also stated there are many opportunities in diesel; it has been proven to be successful by 99%, (based on this technical college's experience working with local companies). Some of the job possibilities would be at companies such as John Deere or Caterpillar.

Margie gave an overview of the expenses to date (see supporting documents 8 & 9). She stated CEANCI recently received \$180,000.00 from the Carl Perkins grant, which has nearly been spent. Margie advised Members that the professional development expenditures FY14 to FY15 have reduced 21% based on more in-house activities/workshops; System provided professional development allows alignment with the Strategic Plan. Next, Margie introduced the Learn and Earn program which allows instructors to utilize the (100) businesses on Unite!. Teachers will be in "the field", and will be paid a stipend. Enrollment will be provided at the June Board Meeting. Margie closed the budget report by stating there are substantial monies left in the capital outlay area which will be spent to enhance and support programs such as welding simulators. When asked if there were questions Dr. Hammack asked for an itemized accounting of all 52 grants. Margie stated she would provide him with his district's individual school allocation report.

RECOMMENDATION TO APPROVE THE FY15 AUDIT

Margie introduced the Auditors from Benning Group, Joan Brooks and Jenny Blocker. Joan gave a brief background of her experience, stated she had pdf copies of the audit reports and encouraged Members to contact the Freeport office with any questions. The ladies gave an overview of the audit and spoke of some specific items such as:

- ✓ Page 6 balance sheet – advised Members that numbers may differ due to Accounts Receivable, and the year expenditures relating to the coming Fiscal Year.
- ✓ Grants were comingled, however going forward each grant would have their own bank account (by July 1, 2015)

- ✓ General Ledger accounts were coded incorrectly by the Fiscal Agent
- ✓ May 1st is the deadline for the Economic Interest Statement

The ladies closed the audit review by sharing what a pleasant experience it was to audit the books, and how clean the books were considering it was a first year audit. An opportunity was given for questions and there were no questions at this time. Cyndy Sheetz stated it was a great experience working with Benning Group and recommended working with them again next year.

MOTION TO APPROVE THE FY14 CEANCI ANNUAL AUDIT BY BENNING GROUP
Ehren Jarrett made the motion to approve the FY14 CEANCI Annual Audit by Benning Group. The motion was seconded by James Hammack.

ASSISTANT SYSTEM DIRECTOR REPORT

Lisa spoke of the Advance Now enrollment and stated she has concerns with this process. Much discussion occurred amongst the Members regarding testing, transportation, and assessments. Some Members stated they would like testing in the schools, while others were concerned about finding the time for the testing; some suggested testing the sophomores. Ehren Jarrett stated he feels that, in future the PAARC testing may cover the assessments. Lisa stated there is currently a 74% increase in enrollment. She believes some of the contributing factors could be:

- ✓ 8000 Advance Now postcards mailed to sophomore and junior parents
- ✓ Addition of new programs
- ✓ Allowing students the opportunity to choose section times (Allied Health)
- ✓ Sending out the Advance Now information out, one month earlier than in the past
- ✓ Counselors presenting the programs in the classrooms
- ✓ On-Line course offerings

The opportunity was given for questions. One Member asked if on-line summer classes were available and the answer is yes, for juniors and seniors.

Next Lisa advised Members that there was a 100% increase in Regional Programs and she felt it was due to various reasons such as information going out earlier to counselors, an array of available programs, and the addition of the Cosmetology program. Lisa thanked the Members for their support of the new program and reported that currently there are (30) students enrolled, which is an overall increase; the deadline has been extended to allow for more enrollees. If (40) students enroll the price will drop from \$2,000.00 to \$1,600.00 per student. Next Lisa announced the Regional Program/Advance Now withdraw date deadline is April 24, 2015, due to this deadline would could see attrition by the end of the year. An opportunity was given for questions and there were none at this time.

SYSTEM DIRECTOR REPORT

Margie Hartfiel started her report by informing Members of new RVC Articulated Credit Agreements (18) to date, as identified in the Strategic Plan, projection regarding the programs of study, which she believes will be (20). CEANCI has taken strides to promote articulation agreements by working with Rock Valley, providing CTE instructors and counselors with current and potential articulation agreements, hosting 2 of 3 Program of Study Workshops and having posters displayed in the counseling offices and classrooms to make the students aware of this. Next Margie reported on the Increase in National Certifications (refer to page 13, 9B of

the Board Packet). To date, 621 certifications have been earned with 1300 being the projection for this year, our goal was 1000. The number last year was 795 certifications.

Moving along Margie spoke of Unite! and some of the areas CEANCI will be meeting benchmarks; Additional professional development is needed for Instructors, to increase use of the software. . Other opportunities used to present Unite! are the Round Table April 21st and the Program of Study workshop on May 5th, offering additional training. Much discussion occurred around training. Suggestions were made such as: SIP days, Teacher Institute days, instructor summer work days. Lynn would like to see a plan; Julie stated that Harlem had Margie at a Principal's meeting. Rockford District has school in session until June 7-8, 2015. Margie stated she would look at different dates. Next Margie stated that there are multiple projects in the Community Outreach Coordinator position and opened up the floor for Unite! questions and there were no questions at this time.

Margie announced that Caryn Huber resigned and would like to move forward finding a replacement for this position. Julie stated CEANCI/Unite! is on a good path and feel this newly launched position is valuable and is in beginning stages. Scott Bloomquist thought it would be best to hold off until the next fiscal year, stating he is minimally familiar with the program, sees the value, and has seen students use. Lynn stated she believes this is very valuable, would like to see more reports in future as well as more instructor use this next year; she also stated the data presented helped hugely and feels the program needs to be given enough time to see it work; she stated the concept is amazing.

Lynn Gibson advised Members, moving forward (if there are certain requests/reporting expectations regarding Unite!) advance notice to Margie is necessary so she may prepare such details.

MOTION TO APPROVE FIVE-YEAR REGIONAL INIATIVE PLAN WITH FOUR PROJECT AREAS OF TRANSPORTATION, DISTRICUTION AND LOGISTICS, ARCHITECTURE AND CONSTRUCTION, MANUFACTURING AND HEALTH SCIENCES

This Agenda Item was tabled, however PJ Caposey inquired about this and Margie stated some of these programs would be at different locations and CEANCI would seek outside funding.

ADJOURNMENT

PJ Caposey made the motion to adjourn today at 9:01 a.m. The motion was seconded by Scott Bloomquist.

All were in favor.

Respectfully submitted,

Margie Hartfiel
Recording Secretary

Dr. Peter Verona
Board of Governors Secretary