

**GLENBROOK HIGH SCHOOLS**  
**Office of the Assistant Superintendent for Educational Services**  
**Regular Meeting Monday, December 14, 2009**

**TO: Dr. Michael Riggle**  
**FROM: Rosanne Williamson**  
**DATE: December 14, 2009**  
**RE: Discussion/Action – NSERVE Intergovernmental Agreement**

**Critical question:** Should the Board of Education approve a revised North Suburban Educational Region for Vocational Education (NSERVE) Intergovernmental Agreement?

The original NSERVE intergovernmental agreement is 21 years old. The revised agreement reflects updates in practices and procedures and amends elements that are no longer applicable.

Secondly, the formula for member districts' share of administrative costs has been amended to reflect a blended percentage of member districts' State CTEI (Career and Technical Education Improvement) and Federal Perkins grant transit funding percentages, as determined by the Illinois State Board of Education. This blended percentage is more equitable to member districts in determining the local match to cover the operational costs of NSERVE. Previously, only the percent of member districts' State CTEI funds were used to determine local match dollars.

In the past, the State of Illinois and the federal government paid out grant funds on time. However, the state has not paid out any CTEI grant funds to date. NSERVE's fund balance is in jeopardy and in need of collecting a local match contribution from member districts based upon the revised blended percentage as outlined in the attached spreadsheet.

The blended percentage local match for District 225 would be \$13,046; however, our available member balance is \$4,781. As such, our district would be invoiced for the difference of \$8,265. This blended percentage reflects a 2% increase in our local match based upon FY10 grants for a total increase of \$884.

Attached you will find a memo from Martha Eldredge Stark, Executive Director of NSERVE providing additional background and rationale for the need to approve the revised agreement. The revised agreement follows along with the original agreement with tracking and comments, a spreadsheet outlining NSERVE Local Match/Fund Reserve, and additional information regarding NSERVE and FY09 Accomplishments.

# NSERVE

*Connecting Academics To The World of Work*

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1131 South Dee Road, Park Ridge, IL 60068

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Date: November 24, 2009

Memo to: The NSERVE Board of Control

From: Martha Eldredge Stark, Executive Director

Re: Revised Intergovernmental Agreement & Fund Reserve

The revised NSERVE Intergovernmental Agreement is attached, along with the original agreement with tracking and comments. This revised agreement will be ratified when 2/3 of the districts have voted passage within 60 days of our November 18, 2009 meeting. The original Intergovernmental Agreement is 21 years old. Although the specific reasons for each revision are explained in the track changes document, the primary purposes are to amend elements that no longer exist, or are no longer applicable, and to revise the formula for member districts' share of administrative costs.

The vast majority of Education for Employment (EFE) regions, like NSERVE, in the State of Illinois invoice their districts every year to help support the operation of the EFE. Just as the State of Illinois must provide "maintenance of effort" through the Career and Technical Education Improvement (CTEI) grant to receive federal funds (Perkins and Partnerships for College and Career Success), it used to be *mandated* that local school districts provide "maintenance of effort/local match" in order to receive both state and federal career and technical education grant funds. It is not clear when this was no longer mandated, only recommended, but NSERVE has always focused on transiting more than is required to its districts and has had a substantial enough member balance that it could function without continuing to bill its districts. Although no grant funds can be carried forward from year to year, NSERVE has not had a cash flow issue before, due to the fact that the state and federal government (by and large) paid on time, NSERVE had an adequate member balance (cash reserve), and earned about \$5,000-6,000/year in interest on the member balance.

Since the State of Illinois has not paid out any grant funds to date, interest rates are at an all-time low, and several member districts have chosen to utilize part of their member balance, NSERVE's fund balance is now in jeopardy. This necessitates a local match contribution, outlined in the attached spreadsheet. As determined by the Board, pending ratification of the new Intergovernmental Agreement, each district's contribution will be based on a blend of both CTEI and Perkins transit funding percentages, which are determined by the Illinois State Board of Education (ISBE).

Please refer to the spreadsheet outlining NSERVE's five-year transit history for each district. NSERVE will continue to maximize funding to its member schools, while providing innovative career programs and resources. We will also continue to work with our legislators and with the ISBE, to keep them informed about our regional and district programs, and the impact of funding on those programs.

**Intergovernmental Agreement  
for the  
NORTH SUBURBAN EDUCATIONAL REGION FOR VOCATIONAL EDUCATION  
(NSERVE)**

This Agreement is executed pursuant to the provisions of the Intergovernmental Cooperation Clause of the Illinois Constitution, Illinois Constitution of 1970, Article VII, Section 10, as well as the provisions of the Intergovernmental Cooperation Act of 1973, Ill. Rev. Stat., 1985, Ch. 127 par. 741 et. Seq.

**ARTICLE I – GENERAL**

Section 1.1    Name

The name of the Regional Secondary Career and Technical Education System formed hereunder shall be known as the North Suburban Educational Region for Vocational Education, hereinafter referred to as “NSERVE” or the “Agreement.”

Section 1.2    Purpose

The purpose of NSERVE shall be to foster quality career and technical education programs in an efficient and equitable manner for students who reside within a member district and to foster a systematic program of curriculum renewal and staff development. Through its Board of Control, NSERVE sets its policies in accordance with the relevant rules and regulations, including grant policies, of the Illinois School Code, the Illinois State Board of Education (ISBE), Illinois Community College Board (ICCB), and other applicable provisions of Illinois law.

Section 1.3    Membership

1.3.1.    Members – Membership in this Agreement shall be intended initially to the following public school districts:

Evanston Township High School District 202  
New Trier Township High School District 203  
Maine Township High School District 207  
Niles Township High School District 219  
Northfield Township High School District 225

1.3.2    Terms of Agreement – This Agreement shall begin on July 1, 1988, and continue until terminated in accordance with Article VII of this Agreement.

- 1.3.3 Acceptance of New Members – Districts desiring to join the Agreement on or after July 1, 1988 may be admitted by a two-thirds (2/3) vote of all members of the Board of Control. Districts joining after July 1, 1988 shall pay any assessment established by the Board of Control, including but not limited to a fair and equitable assessment of previous capital expenditures.

## **ARTICLE II – ORGANIZATION AND OPERATION**

### Section 2.1 Board of Control

- 2.1.1. Board of Control Membership – The Board of Control shall be composed of a superintendent or a superintendent’s designee from each member district. Oakton Community College shall be an ex officio (non-voting) member on the Board of Control. The Board of Control may appoint other ex officio (non-voting) members as deemed appropriate.
- 2.1.2. Officers – The Board of Control shall annually elect a President, a President Pro Tempore and a Secretary. The President Pro Tempore shall serve as President in the event that the President is unable to preside over a meeting of the Board of Control.
- 2.1.3. Terms of Office – An election of officers shall be held within thirty (30) days following ratification of this Agreement. The first slate of officers will serve through June 30, 1989. Future elections will be held at the first regular meeting of each school year with the terms commencing July 1 and ending June 30 of the following year. A term of office shall be for one year for the period indicated above.
- 2.1.4. Vacancies in Office – If an officer resigns during his/her term, the Board of Control shall elect a new officer at its next meeting. Any officer so elected shall serve the remainder of the term of the vacant office.
- 2.1.5. Voting – Each member district’s representative shall have one vote. All measures must be passed by a majority vote of the members present and constituting a quorum, unless otherwise herein specified.
- 2.1.6. Meetings – The Board of Control shall meet at least quarterly. The regular meeting date shall be established by the Board of Control at the first regular meeting of each school year. Special meetings of the Board of Control may be called by the President or by any two members who shall request the Director of NSERVE to notify all members of a special meeting. Notice of the special meeting must reach all members at least 48 hours in advance of the meeting. Such notice will contain time, place, and purpose of the meeting. All meetings of the Board of Control shall be subject to the Illinois Open Meetings Act.

- 2.1.7. Quorum – A quorum of the Board of Control will consist of two-thirds of its members.

## Section 2.2 Functions of the Board of Control

- 2.2.1 Policies – The Board of Control will develop and approve general policies, which are necessary for the efficient operation of NSERVE.
- 2.2.2 Budget – The Board of Control will be responsible for the adoption of an annual budget and provision of sound fiscal management for the Agreement. The Agreement’s fiscal year shall function from July 1 to June 30.
- 2.2.3 Employment of Staff – The Board of Control will employ all central staff. The Director or other NSERVE employees shall obtain no tenure or other employment rights in any member district except as prescribed by law.
- 2.2.4 Planning Activities – The Board of Control may conduct planning and coordinating activities for the NSERVE career and technical education programs of the member districts as may be required. The Board of Control may establish an Administrative Council to carry out such activities.

## Section 2.3 Administrative/Fiscal Agent

- 2.3.1 Designation of Administrative/Fiscal Agent – The designation of the Administrative/Fiscal Agent under this agreement shall be by the Board of Control. The Administrative/Fiscal Agent shall be a member district of NSERVE.
- 2.3.2 Legal and Fiscal Agent – The Administrative District will serve as the Agreement’s legal and administrative fiscal agent.
- 2.3.3 Central Office – The central office of NSERVE shall consist of a Director and such other certified and non-certified staff as approved and employed by a two-thirds (2/3) vote of the Board of Control. The central office of NSERVE and the Agreement shall be recognized as that of the Administrative/Fiscal Agent as specified in Article II, Section 2. The central office may change pursuant to any changes in the designated Administrative/Fiscal Agent.
- 2.3.4 Employment of Certified Staff – Certified staff of NSERVE, as employed by the Board of Control, shall be employees of NSERVE only and shall not obtain any tenure rights in any of the member districts including the

Administrative/Fiscal Agent, or any other employment rights except as may be prescribed by law.

- 2.3.5 Changing Administrative/Fiscal Agents – Designation of the Administrative/Fiscal Agent shall be reviewed at the discretion of the Board of Control. The Administrative/Fiscal Agent may be changed by a two-thirds (2/3) vote of all Board of Control members if accepted by the Board of Education of the proposed Administrative/Fiscal Agent. The effective date of any change of designation of the Administrative/Fiscal Agent shall be at the beginning of the Agreement’s fiscal year. A vote to change the designation of the Administrative/Fiscal Agent must occur prior to March 31 in order to be effective for the succeeding fiscal year. A vote to change the Administrative/Fiscal Agent of this Agreement shall not be considered an amendment to these Articles of Agreement and shall be subject only to the provisions of this section. After a vote to change the designated Administrative/Fiscal Agent, the Board of Control, with agreement of the Administrative Districts, both current and newly elected, may agree to accelerate or postpone the effective date of the change.
- 2.3.6 Hold Harmless – It is agreed that NSERVE and each member district under this Agreement shall indemnify and hold harmless any member district from any claims, counterclaims, or liabilities, which may be made during the time and as a result of such member district’s acting as the Administrative/Fiscal Agent as provided in this Agreement, when such claims are brought against said Administrative/Fiscal Agent in its capacity as the Administrative/Fiscal Agent for this Agreement. This indemnification shall apply only to claims arising out of or attributable to the actions of the Administrative/Fiscal Agent in such capacity, and shall not apply to claims for which a member district is to bear the risk of loss under the paragraph below.
- 2.3.7 Risk of Loss – Each member district shall bear the sole liability for any risk of loss from personal injury, property damage or any other claim arising out of activities conducted under the terms of the Agreement on premises owned, leased or operated by the member district, and the member district shall not obtain from NSERVE, the Administrative/Fiscal Agent or any other member district indemnification or reimbursement for payments made as a result of such losses except as provided in Paragraph 2.3.6 above.

## Section 2.4 NSERVE Director

- 2.4.1 Qualifications – The Board of Control shall employ a Director who shall possess an appropriate administrative certificate and other such qualifications as set forth by the Illinois State Board of Education.

- 2.4.2 Duties – The Director shall be responsible for the day-to-day administration and operation under the Agreement in accordance with the bylaws, policies, and other directives of the Board of Control.
- 2.4.3 Budget and Reports – The Director will prepare the annual budget to be approved by the Board of Control and will make such other reports and perform such other duties as may be required by law, by the Board of Control or by ISBE and ICCB policies, rules, regulations or other such directives.

## Section 2.5 Advisory Committees

- 2.5.1 Advisory Committees - The NSERVE Administrative Council shall function as an Advisory Committee to the Board of Control. The Administrative Council shall be comprised of Career and Technical Education Department Chairs, Directors, and/or Instructional Supervisors, and any career counselors that each district deems necessary. Oakton Community College shall be an ex officio (non-voting) member on the Administrative Council.
- 2.5.2 Authorized Committees – The Board of Control may establish additional advisory committees, or task forces as deemed necessary.
- 2.5.3 Powers and Duties – The advisory committees will operate according to policies and procedures adopted by the Board of Control. The composition and performance of the advisory committees shall adhere to all state and federal statutes, rules, regulations, and guidelines.

## **ARTICLE III – SERVICES**

### Section 3.1 Services and Activities

- 3.1.1 Determined by Board of Control – Services and activities to be offered by NSERVE shall be determined by the Board of Control upon recommendation by the Director or members of the Board of Control. Nothing herein shall prevent a District from offering, establishing or discontinuing a local program.
- 3.1.2 Regional Services – Programs may be delivered to all students via regional programs operated by member districts, or by other contracted agencies beginning July 1, 1988.
- 3.1.3 Programs Based on Needs – Programs will be established to meet the needs of students within the region. Selection of programs will be based

upon sound planning including analysis of local needs, student interest, employment data, and other appropriate information.

- 3.1.4 Local Determination to Offer Programs – Each member district may determine annually which programs, courses or other activities shall be offered and which of those same programs, courses or other activities will be accessible to students from other member districts.
- 3.1.5 Local Determination to Access Services – Each member district may determine annually which regional services shall be offered to that member’s students and/or staff.

### Section 3.2 Eligibility of Students for Programs

In order to establish eligibility for a program, each student must be a legal resident or approved tuition student of a member district. Each district of residence shall confirm the eligibility of students for programs provided as approved by the Board of Control.

### Section 3.3 Program Management

- 3.3.1 Responsibilities of Managing Districts – The Board of Control may delegate all management responsibility for NSERVE programs to specific member district. Responsibilities of the managing districts may include:
- a. Staffing
  - b. Curriculum development
  - c. Program coordination
  - d. Instructional evaluation
  - e. Management of facilities, equipment and supplies
- 3.3.2. Responsibilities of Director – The Director shall coordinate, direct and assist in making arrangements for establishing and scheduling programs, conducting and evaluating NSERVE services in concert with member districts and other responsibilities as assigned by the Board of Control.

### Section 3.4 Staffing

- 3.4.1 Two Types of Staffing – NSERVE will be staffed under the following provisions:
- a. NSERVE central staff shall be employed by the Board of Control and paid from NSERVE funds and perform such duties as approved by the Board of Control. The Board of Control shall annually evaluate and determine salary and benefits for all NSERVE central staff.



b. Program staff who are employees of member districts shall perform services assigned to them by the employing districts.

3.4.2 Removal of Staff – Employees are subject to discipline and termination from employment for unacceptable performance, misconduct, or any reason determined by the Board of Control to be in the best interest of the NSERVE Districts. Discipline may include a verbal or written reprimand, suspension with or without pay, transfer, demotion, dismissal or other appropriate action.

## **ARTICLE IV – HOUSING**

### Section 4.1 Program Sites

Determination of Locations – The Board of Control will determine sites for regional programs upon recommendation by the Director or members of the Board of Control, subject to the provisions of Section 3.1.4.

### Section 4.2 Independent Programs

Nothing in this Agreement shall prohibit or restrict the right of a member school district, or combination of districts, to provide any career and technical education course or program independently without approval or coordination by the Board of Control. Such programs may not be eligible for State Board career and technical educational financial support. No NSERVE funds or resources may be utilized for such programs.

## **ARTICLE V – FINANCE**

### Section 5.1 Administrative Costs

5.1.1 Administrative Costs Defined – Administrative costs shall be defined as any salary, benefits, office equipment and other costs for the Director and other staff authorized by the Board of Control whose costs are associated with the operation of the administrative office.

5.1.2 Funding – Administrative costs will be funded from grant allocations for regional system administration and/or from the member districts' transit funding, based on percentages determined by the Board of Control.

5.1.3 Shortfalls and Deficits – In the event of actual or projected income shortfalls and deficits, assessments shall be made to balance the budget. Such assessments shall be made in the same manner as 5.1.2 above.

## Section 5.2 Equipment Costs Assessment

5.2.1 Equipment Guidelines - NSERVE shall abide by the equipment guidelines outlined in the State and Federal Grant Administration Policy of ISBE's Funding and Disbursement Services Division.

5.2.2 Equipment Contributions - In the event that a member district contributes grant-funded equipment to NSERVE or another member district for a program approved by the Board of Control, such district will be credited by the close of the fiscal year with appraised amount of such equipment. Where necessary, appraisals shall be conducted in conformance with Section 7.1.4 below.

## Section 5.3 Tuition and Program Costs for Credit-Bearing Classes

Student tuition costs for shared programs (i.e., students attending other member district's programs) shall be assessed by the individual school district offering such program.

## Section 5.4 Charges to Non-Members

Charges made to non-member school districts, individuals and other governmental bodies for educational and training services provided by the Agreement will be established by the Board of Control in accordance with the provisions of the Illinois School Code, but in no case less than charges made to member districts.

## Section 5.5 Distribution of Income

Income – Reimbursement received by NSERVE will be distributed as follows:

- a. The Board of Control may determine the amount of funds to be withheld from State Board of Education reimbursements for administrative or other costs, based on the annual budget prepared by the Director.
- b. The balance of reimbursement funds shall be distributed to member districts in accordance with the formulas determined by each grant and the responsible agencies.
- c. Other special revenue may be distributed to member districts subject to approval of the Board of Control.

## Section 5.6 Accounting Procedures

5.6.1 Financial Obligation – All member boards shall fully assume their respective financial obligations and meet them in a timely manner.

- 5.6.2 Contributions – Contributions from private business, government and foundation sources for the benefit of NSERVE shall be made to the Administrative/Fiscal Agent on behalf of NSERVE, subject to approval of the Board of Control.
- 5.6.3 Accounting Procedures – Accounting procedures shall conform to all applicable rules and regulations of the Illinois State Board of Education.
- 5.6.4 Reports – The Administrative/Fiscal Agent shall maintain accounts of NSERVE’s operations and shall make quarterly reports to the Board of Control.
- 5.6.5 Annual Audit – A minimum of one audit per year shall be conducted in accordance with applicable rules and regulations of the Illinois State Board of Education.

## **ARTICLE VI – TRANSPORTATION**

### Section 6.1 Transportation

- 6.1.1 Transportation Responsibility – Transportation of individual students will be the responsibility of the student’s district of residence and not the responsibility of NSERVE or this Agreement, unless determined by the Board of Control.
- 6.1.2 Transportation Coordination – When desirable, member districts may enter into agreements to facilitate the economical and efficient transportation of students. However, the administration of those transportation arrangements will be separate from the administrative component of NSERVE.

## **ARTICLE VII – WITHDRAWAL, REMOVAL AND TERMINATION**

### Section 7.1 Withdrawal

- 7.1.1 Four Months Notice Required – Member districts may withdraw from participation in NSERVE provided they give written notice four (4) months preceding the beginning of the next fiscal year in which they plan to withdraw. The Illinois State Board of Education shall be notified of any such withdrawal.
- 7.1.2 Effective Date – If a member district gives written notice of withdrawal, that district is to continue participation and financial obligation until the withdrawal date of July 1.

- 7.1.3 Distribution of Assets – If a district withdraws, all of the equipment purchased by NSERVE remains with NSERVE until termination of the Agreement. Any NSERVE sites, facilities, or equipment acquired for NSERVE and located in or controlled by the withdrawing district or any assets derived there-from may be distributed proportionately among the remaining member districts as recommended by the Board of Control.
- 7.1.4 Appraisals – In the event of a donation or transfer of equipment or sites, or a distribution of assets upon termination of this Agreement, and in the event that the members cannot agree on the value of such equipment, sites or assets, the appraisal procedures set forth in Sections 11C-1 and 11C-2 of the School Code shall apply; except that the Board of Control shall appoint the appraiser in lieu of the Regional Superintendent.

## Section 7.2 Removal

Any district failing to abide by the provisions of this document is subject to removal by the remaining members of NSERVE. Such action shall begin at least twelve (12) months prior to the proposed July 1 removal date and the Illinois State Board of Education shall be notified. By a two-thirds (2/3) affirmative vote of participating Boards of Education, the member may be removed.

## Section 7.3 Termination

This Agreement may be terminated in the event that eighty percent (80%) of the members of the Board of Control so agree. This decision must be ratified by eighty percent (80%) of the member Boards of Education. In such instances, the vote to terminate will be in accordance with the Illinois School Code and the ISBE, as applicable. NSERVE assets will be distributed in accordance with grant policy with respect to transit funding percentages and number of years of membership in this Agreement.

# ARTICLE VIII – AMENDMENTS

## Section 8.1 Amendments

- 8.1.1 Amendment Approval - Any proposed amendment to this document must be approved by two-thirds (2/3) of the vote cast at a regular Board of Control meeting and must be submitted along with a resolution to each member Board of Education for ratification.
- 8.1.2 Amendment Ratification - Member Boards of Education shall act on proposed amendments within ninety (90) days. Ratification of the amendment will be deemed to take place when two-thirds (2/3) of the

districts have voted passage. Failure of a district to act within ninety (90) days shall be deemed to be a vote for the amendment. The amendments will take effect upon such ratification unless otherwise specified.

**INTERGOVERNMENTAL AGREEMENT RESOLUTION**

WHEREAS, present statutes allow school districts to jointly offer programs for better educational advantages; and

WHEREAS, the Constitution of Illinois authorized Intergovernmental Agreements between several school districts, through their school boards, to establish such programs;

NOW, THEREFORE, LET IT BE RESOLVED, that \_\_\_\_\_  
School District No. \_\_\_\_\_, \_\_\_\_\_ County of Cook,  
Illinois, is authorized to enter into Intergovernmental Career and Technical  
Education Agreement with other qualified and participating school districts; and,

BE IT FURTHER RESOLVED that the President and Secretary of this Board are hereby authorized to direct and execute the said working agreement – a copy of which is attached hereto – and made part thereof; and

BE IT FURTHER RESOLVED that the chief administrator is hereby designated **as** the voting representative for this school district.

**Intergovernmental Agreement**  
**for the**  
**NORTH SUBURBAN EDUCATIONAL REGION FOR VOCATIONAL EDUCATION**  
**(NSERVE)**

This Agreement is executed pursuant to the provisions of the Intergovernmental Cooperation Clause of the Illinois Constitution, Illinois Constitution of 1970, Article VII, Section 10, as well as the provisions of the Intergovernmental Cooperation Act of 1973, Ill. Rev. Stat., 1985, Ch. 127 par. 741 et. Seq.

**ARTICLE I – GENERAL**

Section 1.1 Name

The name of the Regional Secondary ~~Vocational-Career and Technical~~ Education System formed hereunder shall be known as the North Suburban Educational Region for Vocational Education, hereinafter referred to as “NSERVE” or the “Agreement.” Consensus was achieved to substitute all references to vocational education with “Career and Technical Education,” to utilize current educational language. Since the NSERVE acronym is know, the name of the organization will not change.

Section 1.2 Purpose

The purpose of NSERVE shall be to foster quality ~~vocational-career and technical education~~ programs in an efficient and equitable manner for students who reside within a member district and to foster a systematic program of curriculum renewal and staff development. ~~in accordance with the policies of the Board of Control, the Illinois School Code, and other applicable provisions of Illinois law. Through its Board of Control, NSERVE sets its policies in accordance with the relevant rules and regulations, including grant policies, of the Illinois School Code, the Illinois State Board of Education (ISBE), Illinois Community College Board (ICCB), and other applicable provisions of Illinois law. NSERVE must abide by the grant policies of the ISBE and ICCB (for PCCS), so this needed to be updated.~~

Section 1.3 Membership

1.3.1. Members – Membership in this Agreement shall be intended initially to the following public school districts:

Evanston Township High School District 202  
New Trier Township High School District 203  
Maine Township High School District 207  
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- 1.3.2 Terms of Agreement – This Agreement shall begin on July 1, 1988, and continue until terminated in accordance with Article VII of this Agreement.
- 1.3.3 Acceptance of New Members – Districts desiring to join the Agreement on or after July 1, 1988 may be admitted by a two-thirds (2/3) vote of all members of the Board of Control. Districts joining after July 1, 1988 shall pay any assessment established by the Board of Control, including but not limited to a fair and equitable assessment of previous capital expenditures.

## ARTICLE II – ORGANIZATION AND OPERATION

### Section 2.1 Board of Control

- 2.1.1. Board of Control Membership – The Board of Control shall be composed of a superintendent or a superintendent’s designee from each member district. Oakton Community College shall be an ex officio (non-voting) member on the Board of Control. The Board of Control may appoint other ex officio (non-voting) members as deemed appropriate.
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- 2.1.3. Terms of Office – An election of officers shall be held within thirty (30) days following ratification of this Agreement. The first slate of officers will serve through June 30, 1989. Future elections will be held at the first regular meeting of each school year with the terms commencing July 1 and ending June 30 of the following year. A term of office shall be for one year for the period indicated above.
- 2.1.4. Vacancies in Office – If an officer resigns during his/her term, the Board of Control shall elect a new officer at its next meeting. Any officer so elected shall serve the remainder of the term of the vacant office.
- 2.1.5. Voting – Each member district’s representative shall have one vote. All measures must be passed by a majority vote of the members present and constituting a quorum, unless otherwise herein specified.
- 2.1.6. Meetings – The Board of Control shall meet at least quarterly. The regular meeting date shall be established by the Board of Control at the first regular meeting of each school year. Special meetings of the Board of Control may be called by the President or by any two members who shall request the Director of NSERVE to notify all members of a special meeting. Notice of the special meeting must reach all members at least

48 hours in advance of the meeting. Such notice will contain time, place, and purpose of the meeting. All meetings of the Board of Control shall be subject to the Illinois Open Meetings Act.

- 2.1.7. Quorum – A quorum of the Board of Control will consist of two-thirds of its members.

## Section 2.2 Functions of the Board of Control

- 2.2.1 Policies – The Board of Control will develop and approve general policies, which are necessary for the efficient operation of NSERVE.
- 2.2.2 Budget – The Board of Control will be responsible for the adoption of an annual budget and provision of sound fiscal management for the Agreement. The Agreement’s fiscal year shall function from July 1 to June 30.
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## Section 2.3 Administrative/Fiscal Agent

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including the Administrative/Fiscal Agent, or any other employment rights except as may be prescribed by law.

- 2.3.5 Changing Administrative/Fiscal Agents – Designation of the Administrative/Fiscal Agent shall be reviewed annually at the discretion of the Board of Control. The Administrative/Fiscal Agent may be changed by a two-thirds (2/3) vote of all Board of Control members if accepted by the Board of Education of the proposed Administrative/Fiscal Agent. The effective date of any change of designation of the Administrative/Fiscal Agent shall be at the beginning of the Agreement's fiscal year. A vote to change the designation of the Administrative/Fiscal Agent must occur prior to March 31 in order to be effective for the succeeding fiscal year. A vote to change the Administrative/Fiscal Agent of this Agreement shall not be considered an amendment to these Articles of Agreement and shall be subject only to the provisions of this section. After a vote to change the designated Administrative/Fiscal Agent, the Board of Control, with agreement of the Administrative Districts, both current and newly elected, may agree to accelerate or postpone the effective date of the change.
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- 2.3.7 Risk of Loss – Each member district shall bear the sole liability for any risk of loss from personal injury, property damage or any other claim arising out of activities conducted under the terms of the Agreement on premises owned, leased or operated by the member district, and the member district shall not obtain from NSERVE, the Administrative/Fiscal Agent or any other member district indemnification or reimbursement for payments made as a result of such losses except as provided in Paragraph 2.3.6 above.

#### Section 2.4 NSERVE Director

- 2.4.1 Qualifications – The Board of Control shall employ a Director who shall possess an appropriate administrative certificate and other such qualifications as set forth by the Illinois State Board of Education.

- 2.4.2 Duties – The Director shall be responsible for the day-to-day administration and operation under the Agreement in accordance with the bylaws, policies, and other directives of the Board of Control.
- 2.4.3 Budget and Reports – The Director will prepare the annual budget to be approved by the Board of Control and will make such other reports and perform such other duties as may be required by law, by the Board of Control or by ~~DAVTE-ISBE and ICCB~~ policies, rules, regulations or other such directives. ~~DAVTE no longer exists.~~

Section 2.5 ~~Lay~~ Advisory Committees

~~2.5.1 Authorized- Advisory Committees – The Board of Control may establish two types of advisory committees, a General Advisory Committee and Program Advisory Committees. The NSERVE Administrative Council shall function as an Advisory Committee to the Board of Control. The Administrative Council shall be comprised of Career and Technical Education Department Chairs, Directors, and/or Instructional Supervisors, and any career counselors that each district deems necessary. Oakton Community College shall be an ex officio (non-voting) member on the Administrative Council. The NSERVE Administrative Council has been the key advisory committee to the Board of Control for many years, but was not mentioned in the original document.~~

~~2.5.12.5.2~~ 2.5.2 Authorized Committees - The Board of Control may establish additional advisory committees, or task forces as deemed necessary.

~~2.5.22.5.3~~ 2.5.3 Powers and Duties – The advisory committees will operate according to policies and procedures adopted by the Board of Control. The composition and performance of the advisory committees shall adhere to all state and federal statutes, rules, regulations, and guidelines.

## **ARTICLE III – SERVICES**

Section 3.1 Services and Activities

- 3.1.1 Determined by Board of Control – Services and activities to be offered by NSERVE shall be determined by the Board of Control upon recommendation by the Director or members of the Board of Control. Nothing herein shall prevent a District from offering, establishing or discontinuing a local program.
- 3.1.2 Regional Services – Programs may be delivered to all students via regional programs operated by member districts, or by other contracted agencies beginning July 1, 1988.
- 3.1.3 Programs Based on Needs – Programs will be established to meet the needs of students within the region. Selection of programs will be based

upon sound planning including analysis of local needs, student interest, employment data, and other appropriate information.

- 3.1.4 Local Determination to Offer Programs – Each member district may determine annually which programs, courses or other activities shall be offered and which of those same programs, courses or other activities will be accessible to students from other member districts.
- 3.1.5 Local Determination to Access Services – Each member district may determine annually which regional services shall be offered to that member’s students and/or staff.

### Section 3.2 Eligibility of Students for Programs

In order to establish eligibility for a program, each student must be a legal resident or approved tuition student of a member district. Each district of residence shall confirm the eligibility of students for programs provided as approved by the Board of Control.

### Section 3.3 Program Management

- 3.3.1 Responsibilities of Managing Districts – The Board of Control may delegate all management responsibility for NSERVE programs to specific member district. Responsibilities of the managing districts may include:
- a. Staffing
  - b. Curriculum development
  - c. Program coordination
  - d. Instructional evaluation
  - e. Management of facilities, equipment and supplies
- 3.3.2. Responsibilities of Director – The Director shall coordinate, direct and assist in making arrangements for establishing and scheduling programs, conducting and evaluating NSERVE services in concert with member districts and other responsibilities as assigned by the Board of Control.

### Section 3.4 Staffing

- 3.4.1 Two Types of Staffing – NSERVE will be staffed under the following provisions:
- a. NSERVE central staff shall be employed by the Board of Control and paid from NSERVE funds and perform such duties as approved by the Board of Control. The Board of Control shall annually evaluate and determine salary and benefits for all NSERVE central staff. This was revised to include evaluation and current HR practices.

- b. Program staff who are employees of member districts shall perform services assigned to them by the employing districts.

3.4.2 Removal of Staff - Employees are subject to discipline and termination from employment for unacceptable performance, misconduct, or any reason determined by the Board of Control to be in the best interest of the NSERVE Districts. Discipline may include a verbal or written reprimand, suspension with or without pay, transfer, demotion, dismissal or other appropriate action.  
 This paragraph was added for clarification and further compliance with member district HR policies. The current NSERVE staff is fabulous, of course!

## ARTICLE IV – HOUSING

### Section 4.1 Program Sites

Determination of Locations – The Board of Control will determine sites for regional programs upon recommendation by the Director or members of the Board of Control, subject to the provisions of Section 3.1.4.

### Section 4.2 Independent Programs

Nothing in this Agreement shall prohibit or restrict the right of a member school district or combination of districts to provide any ~~vocational-career and technical~~ education course or program independently without approval or coordination by the Board of Control. Such programs may not be eligible for State Board ~~vocational-career and technical~~ educational financial support. No NSERVE funds or resources may be utilized for such programs.

## ARTICLE V – FINANCE

### Section 5.1 Administrative Costs

- 5.1.1 Administrative Costs Defined – Administrative costs shall be defined as any salary, benefits, office equipment and other costs for the Director and other staff authorized by the Board of Control whose costs are associated with the operation of the administrative office.
- 5.1.2 Funding – Administrative costs will be funded from ~~State grant~~ allocations for regional system administration and/or from the member districts' ~~share of DAVTE reimbursements in the same percentage as the DAVTE student credits earned reimbursement formula by district as reported annually on the DAVTE claim forms~~ transit funding, based on percentages determined by the Board of Control. This was revised since DAVTE no longer exists, and since only one of NSERVE's grants utilizes credit generation reimbursement formulas for transit funding determination.

- 5.1.3 Shortfalls and Deficits – In the event of actual or projected income shortfalls and deficits at year-end, assessments shall be made to balance the budget. Such assessments shall be made in the same prorating manner as 5.1.2 above. Due to the instability of the State’s current financial crisis, this revision allows the Director and Board of Control more flexibility in budget revision.

## Section 5.2 Equipment Costs Assessment

- 5.2.1 Equipment Guidelines - ~~The Board of Control may assess an instructional equipment cost that is prorated to all member districts based on the same percentage as DAVTE student credits earned-reimbursement formula by district and as reported annually on the state DAVTE claim form. Ownership of equipment purchased under this section will remain the property of NSERVE and an inventory shall be maintained.~~ NSERVE shall abide by the equipment guidelines outlined in the State and Federal Grant Administration Policy of ISBE’s Funding and Disbursement Services Division. See notes for Section 5.1.2. Also, NSERVE must be in compliance with ISBE’s Funding & Disbursement’s equipment guidelines, which are clearly outlined in their policy manual.
- 5.2.2 Equipment Contributions - In the event that a member district contributes grant-funded equipment ~~or facilities~~ to NSERVE or another member district for a program approved by the Board of Control, such district will be credited at the close of the fiscal year with appraised amount of such equipment ~~or facilities~~. Where necessary, appraisals shall be conducted in conformance with Section 7.1.4 below.

## Section 5.3 Tuition and Program Costs for Credit-Bearing Classes

Student tuition costs for shared programs (i.e., students attending other member district’s programs) shall be assessed by the District individual school district offering such program. ~~Such costs shall be assessed at the rate of one-sixth (1/6) of the statutory tuition rate of the receiving District per Carnegie unit earned for each such course or program.~~ It was decided to leave any consideration of shared programs and tuition costs to each individual district.

## ~~Section 5.4~~ Terms of Payments

~~Each member district will pay such sums of money as are due under the terms of this Agreement based upon the operating costs approved by the Board of Control.~~ This is covered in Section 5.1.2, so was redundant here.

## Section 5.45 Charges to Non-Members

Charges made to non-member school districts, individuals and other governmental bodies for educational and training services provided by the Agreement will be established by the Board of Control in accordance with the

provisions of the Illinois School Code, but in no case less than charges made to member districts.

Section 5.56 Distribution of Income

Income – Reimbursement received by NSERVE will be distributed as follows:

- a. The Board of Control may determine the amount of funds to be withheld from State Board of Education reimbursements for administrative or other costs, based on the annual budget prepared by the Director.
- b. The balance of reimbursement funds shall be distributed to member districts in accordance with the ~~formula contained in Section 5.1.2.~~ formulas determined by each grant and the responsible agencies. The original 5.1.2 paragraph refers to the DAVTE percentages, which are obsolete. NSERVE is obligated to follow the transit percentages for each grant, which are determined annually by the ISBE.
- c. Other special revenue may be distributed to member districts subject to approval of the Board of Control.

Section 5.67 Accounting Procedures

5.67.1 Financial Obligation – All member boards shall fully assume their respective financial obligations and meet them in a timely manner. ~~Each member district shall promptly do all things necessary to legally commit the district the timely payment of its costs with respect to other legal financial obligation.~~ At the time of the original document, each district had a legal obligation to provide “maintenance of effort/local match,” funding to receive grant funds through NSERVE. This is no longer mandated, only recommended, although the majority of CTE consortia in the state continue the practice. Therefore, we have eliminated the sentence regarding timely payment.

5.7.2 5.6.2 Contributions – Contributions from private business, government and foundation sources for the benefit of NSERVE shall be made to the Administrative/Fiscal Agent on behalf NSERVE subject to approval of the Board of Control.

5.7.3 5.6.3 Accounting Procedures – Accounting procedures shall conform to all applicable rules and regulations of the Illinois State Board of Education.

5.7.4 5.6.4 Reports – The Administrative/Fiscal Agent shall maintain accounts of NSERVE’s operations and shall make quarterly reports to the Board of Control.

5.7.5 5.6.5 Annual Audit – A minimum of one audit per year shall be conducted in accordance with applicable rules and regulations of the Illinois State Board of Education.

## ARTICLE VI – TRANSPORTATION

### Section 6.1 Transportation

- 6.1.1 Transportation Responsibility – Transportation of individual students will be the responsibility of the student’s district of residence and not the responsibility of NSERVE or this Agreement, unless determined by the Board of Control. Since NSERVE provides transportation for its summer career exploration courses, it was decided to allow the Board of Control discretionary powers.
- 6.1.2 Transportation Coordination – Where desirable, member districts may enter into agreements to facilitate the economical and efficient transportation of students. However, the administration of those transportation arrangements will be separate from the administrative component of NSERVE.

## ARTICLE VII – WITHDRAWAL, REMOVAL AND TERMINATION

### Section 7.1 Withdrawal

- 7.1.1 Four Months Notice Required – Member districts may withdraw from participation in NSERVE provided they give written notice four (4) months preceding the beginning of the next fiscal year in which they plan to withdraw. The Illinois State Board of Education shall be notified of any such withdrawal.
- 7.1.2 Effective Date – If a member district gives written notice of withdrawal, that district is to continue participation and financial obligation until the withdrawal date of July 1.
- 7.1.3 Distribution of Assets – If a district withdraws, all of the equipment purchased by NSERVE remains with NSERVE until termination of the Agreement. Any NSERVE sites, facilities, or equipment acquired for NSERVE and located in or controlled by the withdrawing district or any assets derived there-from may be distributed proportionately among the remaining member districts as recommended by the Board of Control.
- 7.1.4 Appraisals – In the event of a donation or transfer of equipment or sites, or a distribution of assets upon termination of this Agreement, and in the event that the members cannot agree on the value of such equipment, sites or assets, the appraisal procedures set forth in Sections 11C-1 and 11C-2 of the School Code shall apply; except that the Board of Control shall appoint the appraiser in lieu of the Regional Superintendent.

## Section 7.2 Removal

Any district failing to abide by the provisions of this document is subject to removal by the remaining members of NSERVE. Such action shall begin at least twelve (12) months prior to the proposed July 1 removal date and the Illinois State Board of Education shall be notified. By a two-thirds (2/3) affirmative vote of participating Boards of Education, the member may be removed.

## Section 7.3 Termination

This Agreement may be terminated in the event that eighty percent (80%) of the members of the Board of Control so agree. This decision must be ratified by eighty percent (80%) of the ~~member's Board~~ member Boards of Education. In such instances, the vote to terminate ~~must occur twelve (12) months prior to the July 1 termination date and notice shall be given to~~ will be in accordance with the Illinois State Board of Education Illinois School Code and the ISBE, as applicable. NSERVE assets may be distributed ~~based upon the DAVTE total reimbursement formula in the year preceding termination, multiplied by in~~ accordance with grant policy with respect to transit funding percentages and the number of years of membership in this Agreement. Due to the instability of the State's current financial crisis, this revision allows the Director and Board of Control more flexibility in budget revision, including termination decisions. It was also decided to honor long-standing members of NSERVE in any final financial determinations.

## ARTICLE VIII – AMENDMENTS

### Section 8.1 Amendments

- 8.1.1 Amendment Approval - Any proposed amendment to this document must be approved by two-thirds (2/3) of the vote cast at a regular Board of Control meeting and must be submitted along with a resolution to each member Board of Education for ratification.
- 8.1.2 Amendment Ratification - Member Boards of Education shall act on proposed amendments within ~~sixty (60)~~ ninety (90) days. Ratification of the amendment will be deemed to take place when two-thirds (2/3) of the districts have voted passage. Failure of a district to act within ~~sixty (60) days shall be deemed to be a vote against or opposed to the amendment.~~ ninety (90) days shall be deemed to be a vote for the amendment. -The amendments will take effect upon such ratification unless otherwise ~~provided specified.~~ It was decided to allow member Boards of Education additional time for ratification decisions. Since this extra time was allotted, it was deemed that the absence of a vote within 90 days would be deemed to be a vote for ratification.



**INTERGOVERNMENTAL AGREEMENT RESOLUTION**

WHEREAS, present statutes allow school districts to jointly offer programs for better educational advantages; and

WHEREAS, the Constitution of Illinois authorized Intergovernmental Agreements between several school districts, through their school boards, to establish such programs;

NOW, THEREFORE, LET IT BE RESOLVED, that \_\_\_\_\_  
School District No. \_\_\_\_\_, \_\_\_\_\_ County of Cook,  
Illinois, is authorized to enter into Intergovernmental ~~Vocational-Career and~~  
Technical Education Agreement with other qualified and participating school  
districts; and,

BE IT FURTHER RESOLVED that the President and Secretary of this Board are hereby authorized to direct and execute the said working agreement – a copy of which is attached hereto – and made part thereof; and

BE IT FURTHER RESOLVED that the chief administrator is hereby designated as the voting representative for this school district.

**NSERVE Local Match / Fund Reserve**

	% of CTEI Grant FY10	% of Perkins Grant FY10	Blended %	1 month	2 months	3 months	4 months Sum 120 days	Available Member Balance	District to Pay
<b>Evanston</b>	14.01%	17.12%	15.57%	\$3,424	\$6,849	\$10,273	\$13,697	\$7,490	\$6,207
<b>New Trier</b>	8.04%	11.48%	9.76%	\$2,147	\$4,294	\$6,442	\$8,589	\$13,869	(\$5,280)
<b>Maine</b>	44.20%	31.33%	37.77%	\$8,308	\$16,617	\$24,925	\$33,233	\$2,493	\$30,740
<b>Niles</b>	19.93%	24.25%	22.09%	\$4,860	\$9,720	\$14,579	\$19,439	\$2,337	\$17,102
<b>Northfield</b>	13.82%	15.83%	14.83%	\$3,262	\$6,523	\$9,785	\$13,046	\$4,781	\$8,265
<b>Total</b>	<b>100.00%</b>	<b>100.01%</b>	<b>100.01%</b>	<b>\$22,000</b>	<b>\$44,002</b>	<b>\$66,003</b>	<b>\$88,004</b>	<b>\$30,970</b>	<b>\$57,034</b>

**FY06 - 10 NSERVE Grant Allocation Transit Comparison**

Career and Technical Education Improvement (CTEI) Grant						Perkins Grant					Total Five-Year Transit
	FY06	FY07	FY08	FY09	FY10	FY06	FY07	FY08	FY09	FY10	
	CTEI	CTEI	CTEI	CTEI	CTEI	Perkins	Perkins	Perkins	Perkins	Perkins	
	<i>Revised</i>					<i>Revised</i>					
<b>Evanston</b>	\$87,296	\$80,151	\$63,644	\$67,067	<b>\$64,747</b>	\$88,037	\$86,908	\$84,748	\$95,174	<b>\$92,395</b>	<b>\$810,167.00</b>
<b>New Trier</b>	\$29,968	\$50,249	\$33,919	\$34,025	<b>\$37,190</b>	\$57,711	\$59,804	\$58,227	\$66,352	<b>\$61,955</b>	<b>\$489,400.00</b>
<b>Maine</b>	\$173,467	\$175,564	\$174,691	\$144,268	<b>\$204,333</b>	\$123,213	\$122,264	\$118,294	\$163,761	<b>\$169,092</b>	<b>\$1,568,947.00</b>
<b>Niles</b>	\$104,757	\$107,888	\$112,812	\$103,351	<b>\$92,119</b>	\$92,707	\$94,435	\$91,553	\$125,324	<b>\$130,885</b>	<b>\$1,055,831.00</b>
<b>Northfield</b>	\$53,873	\$45,861	\$58,979	\$72,550	<b>\$63,910</b>	\$64,426	\$64,577	\$62,633	\$86,503	<b>\$85,433</b>	<b>\$658,745.00</b>
<b>NSERVE*</b>	\$111,010	\$122,449	\$127,335	\$134,163	<b>\$144,675</b>	\$6,600	\$7,700	\$9,707	\$15,655	<b>\$11,900</b>	
<b>Elementary</b>	\$42,873	\$42,792	\$38,462	\$42,012	<b>\$38,354</b>		N/A	NA	NA	NA	
<b>Grant Total</b>	<b>\$603,244</b>	<b>\$624,954</b>	<b>\$609,842</b>	<b>\$597,436</b>	<b>\$645,328</b>	<b>\$432,694</b>	<b>\$435,688</b>	<b>\$425,162</b>	<b>\$552,769</b>	<b>\$551,660</b>	<b>\$4,583,090.00</b>

\* Includes NSERVE Administration *and* Regional Activities.

# NORTH SUBURBAN EDUCATIONAL REGION FOR VOCATIONAL EDUCATION (NSERVE)

- REPRESENTS APPROXIMATELY 24,000 HIGH SCHOOL & 48,000 ELEMENTARY STUDENTS.
- FACILITATES INTERFACE WITH THE REGION'S HIGH SCHOOLS, OAKTON COMMUNITY COLLEGE, AND AREA BUSINESSES.
- ANNUALLY TRANSITS MORE THAN \$1 MILLION IN CTE FUNDS TO ELEMENTARY & HIGH SCHOOLS.
- DESIGNS & IMPLEMENTS REGIONAL CAREER PROGRAMS FOR STUDENTS & PROFESSIONAL DEVELOPMENT PROGRAMS FOR EDUCATORS & PARENTS.
- ADMINISTERS CAREER & TECHNICAL EDUCATION GRANTS:
  - CAREER & TECHNICAL EDUCATION IMPROVEMENT (CTEI)
  - PERKINS (SECONDARY)
  - PARTNERSHIPS FOR COLLEGE & CAREER SUCCESS (PCCS)

## PARTNERSHIPS WITH CORE ACADEMIC AREAS

- **STEM**
  - MATH-IN-CTE – RESEARCH & SEMINAR, CURRICULUM PROJECTS
  - PROJECT LEAD THE WAY – PRE-ENGINEERING PROGRAM
  - STEM EXPO – CAREER DAY
  - WORKKEYS/KEY TRAIN/NCRC
  - PARTNERSHIPS WITH IBIO INSTITUTE (INNOVATION TALENT GRANTS) & THE CHICAGO ARCHITECTURE FOUNDATION
  - ENGINEERING CAREERS SUMMER COURSE
  - HEALTHCARE CAREERS SUMMER COURSE
- **ENGLISH, FINE ARTS**
  - MEDIA.COM CAREER DAY
  - WORKKEYS/KEY TRAIN/NCRC
  - BUSINESS & LEGAL CAREERS SUMMER COURSE
- **SOCIAL SCIENCE**
  - IEARN, GLOBALIZATION 101
  - GLOBALIZATION CONFERENCES (SCIENCE, AS WELL)

PLEASE SEE OUR WEBSITE – [www.NSERVE.INFO](http://www.NSERVE.INFO)

# NSERVE FY09 Accomplishments

- Completely redesigned NSERVE's website, showcasing our regional & district programs, & linking our partnerships with The American Diploma Project, iBIO Institute, The Chicago Architecture Foundation, Project Lead The Way, etc.
- Created NING on the website for NSERVE members' interface, electronic version of CIP Code Course sequences.
- Initiated monthly NSERVE newsletter, featuring articles of interest for all NSERVE educators (indexed on our website)
- Hosted the *Great Math-in-CTE Challenge*, offering stipends to CTE and math teachers who created collaborative interdisciplinary math units, distributed copies of The National Research Center for Career and Technical Education's Math-in-CTE research study and Achieve's *Math Works* publications to all CTE and math departments.
- Hosted luncheon seminar for middle & high schools on PLTW's Gateway to Technology 6-8<sup>th</sup> grade curriculum.
- Hosted four iEARN professional development seminars on student global collaboration projects.
- Expanded regional business partnerships for the benefit of individual districts (STEM/Mfg. Expo, Iverson Open House).
- Expanded work with the Chicago Architecture Foundation & implementation of their new high school curriculum.
- Revised credit generation comparison reports, continued to meet with individual districts on increasing credit generated funding, resulting in a \$47,800+ increase in CTEI funding over FY09.
- Expanded collaboration with iBIO Institute, hosted CTE and science department chair meeting with iBIO's Sr. Director of Operations, facilitated initial interface of Innovation Talent grants - Niles West & Abbott Labs, Niles North & the American Electronics Association, Maine East & Astellas Pharmaceuticals, distributed information on Talent Sparks seminar.
- Planned & provided advanced culinary professional development training for FCS teachers with Kendall College.
- The Director represented NSERVE in the following national or state-wide leadership capacities:
  - National Career Pathways Network Conference presentation with The Chicago Architecture Foundation
  - External evaluator for The National Research Center for Career & Technical Education
  - Illinois Dual Credit Task Force (General Assembly mandate)
  - ICCB/ISBE Programs of Study Health Informatics Pathway Development Team
  - American Diploma Project Core Content Team in Mathematics
- Increased interface with Oakton Community College:
  - Served on Manufacturing Roundtable, resulting in *Made In America* Manufacturing/STEM Expo
  - Futures – STEM day for 8<sup>th</sup> grade girls, implemented the "Next Steps" component for high schools
  - Presented at the Illinois Association for College & Career Counselors with Oakton's Admissions Director
  - Revised iTECH, collaborated with science & math departments, funded new SIT SIMS modules
  - Provided training in AutoCAD 2009, Intermediate & Advanced Inventor software
  - Continued regional activities–Media.COM, summer career courses, professional development seminars, etc.
  - Coordinated logistics for ICCB/ISBE Pathway Development Team
- Increased interface with secondary CTE, science & math departments - PLTW, iTECH, Math-in-CTE, Futures, iBIO.
- Increased interface with the private sector, ACT, and ISBE on the implementation of the NCRC.
- Provided information and resources:
  - *Go Put Your Strengths to Work*, Glenbrook South IVD (electric vehicle) DVD to state & federal legislators
  - *Ren-Gen* to Board, Administrative Council, principals
  - Professional resources at all seminars, including copies of related books
  - The American Diploma Project Common Core Standards

## *Continued Work*

- Regional Plans/Grant Narratives & Reports:
  - CTEI
  - Perkins
  - Partnerships for College and Career Success (Tech Prep)
- Annual course approval – individual district Section 4 course sequence revisions.
- Budget creation and expenditure accountability, revised expenditure reports.
- Interface with legislators
  - Personal visits – Washington D.C., Springfield, ED-RED dinner
  - Invitations to regional activities, letters and e-mails regarding innovation & collaboration with core academics, education on the implications of funding issues
- Interface with ISBE, ICCB, WIB Youth Council.
- Collaboration with other area systems on strategic planning and professional development.
- Coordinate ISIS Reporting, Key Train, iEARN interface.
- Facilitate e-grant system for NSERVE and all elementary & secondary districts - coordinate transit budgets.
- Planning & implementation of:
  - Summer professional development seminars
  - Regional activities for students – Media.COM, iTECH, Summer Courses, Accounting Contest