

**BOARD OF GOVERNOR MEETING MINUTES**

June 13, 2017

8:00 A.M.

Regional Office of Education  
300 Heart Boulevard  
Loves Park, Illinois

**Members Present:**

Dr. Daniel Woestman, Belvidere  
Dr. Julie Morris, Harlem  
Dr. Lynn Gibson, Hononegah  
Dr. Phillip Caposey, Meridian

Dr. Michael Greenlee, North Boone  
Ms. Heidi Houy, Rockford  
Mr. Scott Fisher, South Beloit  
Mr. Scott Bloomquist, Winnebago

**Members Absent:**

Dr. James Hammack, Byron  
Dr. Ehren Jarrett, Rockford

**Ex-Officio Members Present:**

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

**Ex-Officio Members Absent:**

None

**Guests:**

Ms. Bethany Mead, CEANCI

The Meeting was called to order at 8:01AM by Governing Board President, Mr. Scott Bloomquist.

**ROLL CALL**

**MOTION TO APPROVE THE AGENDA**

Julie Morris made the motion to approve the agenda. The motion was seconded by PJ Caposey.

**ALL IN FAVOR**

**COMMENTS FROM THE COMMUNITY**

There were no community members present.

## **MOTION TO APPROVE THE MAY 12, 2017 MEETING MINUTES**

PJ Caposey made the motion to approve the May 12, 2017 meeting minutes. The motion was seconded by Julie Morris.

## **ROLL CALL**

## **MOTION to approve Policy 7.13 Whistleblower Protection, 7.14 Fraud Awareness Program, 7.15 Procurement, 7.16 Sub-Recipient Review**

Margie explained the purpose of this policy, (see System Director notes, item 6a). The opportunity was given for questions, there were no questions. Daniel Woestman made the motion to approve the policies as stated. The motion was seconded by Michael Greenlee.

## **ROLL CALL**

Margie proposed the need for an FY17 Administrative Fee and informed Members of the following:

- ✓ Perkins grant vouchers are on target, with all funds received
- ✓ CTEI grant- 3 of 12 revenues received to date with a \$105,000.00 deficit
- ✓ Local Account has a \$5,000.00 surplus, \$98,000.00 deficit this Fiscal year
- ✓ Margie moved funds into Perkins to keep the deficit at a minimum
- ✓ \$35,000.00 of the \$98,000.00 deficit is for salary and benefits
- ✓ Margie referred to the section 5.1.4 of the IGA proposing the deficiency be paid by assessing district administrative fees
- ✓ Proposed \$77,000.00 be paid in 2 installments, with 1<sup>st</sup> installment of \$38,000.00, covering salary through 06-30-2017
- ✓ The second State voucher of \$55,000.00, (if received) would cover the 2<sup>nd</sup> assessment

Several questions and much discussion took place. One Member asked if all districts were charged the same administrative fee. The answer is no, as these fees are based on the enrollment, per district. Another Member asked how many times the districts had been assessed. The answer is two times since Margie's tenure as System Director.

After much discussion, Scott Bloomquist advised Members Margie had prepared two budget options for the next fiscal year. Margie also added she cut off spending & didn't follow the approved budget, due to the unpaid State vouchers. Margie advised the Board that the Perkins grant allows 5% of the grant award; CTEI allows 15% .

8:28am Lynn Gibson exited the meeting.

## **MOTION TO USE RESERVES FOR FY17 ADMINISTRATIVE ASSESSMENT FEES**

Scott Fisher made the motion to use reserves for FY17 Administrative Assessment fees. Dan Woestman seconded the motion.

## **ROLL CALL**

## **SYSTEM DIRECTOR REPORT**

Margie informed members of the FY18 CEANCI Education Programs tuition, (refer to table in packet, B.a.) This includes High School and Educators of Beauty programs. Margie also reminded Members that the \$946.00 tuition fee was approved by the Board at an earlier meeting. In addition, Margie advised Members we were able to get a \$ 200.00 quantity discount from Educators of Beauty, lowering the annual tuition to \$1,800.00. Margie recommended we get this tuition approved, and offered to answer any questions. A Member asked if this rate was locked in, and the answer is yes. The districts will work directly with Rock Valley College for dual credit CTE coursework with the exclusion of course sections purchased by CEANCI. The students will now have until August 29<sup>th</sup> to drop any Rock Valley College classes (with the exception of course sections purchased by CEANCI).

## **MOTION TO APPROVE BILLING FOR FY18 CEANCI EDUCATION PROGRAMS, JUNE 16, 2017**

Daniel Woestman made the motion to approve the billing for FY18 CEANCI education programs, June 16, 2017. Julie Morris seconded the motion.

## **ROLL CALL**

## **NEW BUSINESS**

There are no items to discuss pertaining to new business.

## **EXECUTIVE SESSION**

PJ Caposey made the motion to go into executive session at 8:34 AM. The motion was seconded by Julie Morris.

All were in favor

## **OPEN SESSION**

Julie Morris made the motion to go into open session at 8:48 AM. The motion was seconded by Scott Bloomquist.

## **MOTION TO APPROVE THE FY18 EMPLOYMENT AGREEMENT FOR THE ADMINISTRATIVE ASSISTANT**

PJ Caposey made the motion to approve the FY18 Employment Agreement for the Administrative Assistant. The motion was seconded by Michael Greenlee.

## **ROLL CALL**

## **MOTION TO APPROVE THE FY18 EMPLOYMENT AGREEMENT FOR THE SYSTEM DIRECTOR**

Daniel Woestman made the motion to approve the FY18 Employment Agreement for the System Director. The motion was seconded by Julie Morris.

**ROLL CALL**

**ADJOURNMENT**

Michael Greenlee made the motion to adjourn today at 8:48AM. The motion was seconded by Julie Morris.

**All in Favor**

Respectfully submitted,

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Margie Hartfiel  
Recording Secretary

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Dr. Lynn Gibson  
Board of Governors Secretary