

Notice of Meeting

The Regular Thursday, May 21, 2020 meeting of the DuPage Area Occupational Education System Board of Directors will be held in Technology Center of DuPage, Conference Rooms E&F
301 S Swift Rd
Addison, Illinois 60101 at 10:30 AM on Thursday, May 21, 2020.

Agenda

Call to Order, Pledge of Allegiance, and Roll Call

- I. Public Comments
- II. Correspondence
- III. Recognition
 - A. TCD Staff Retirement Recognition
- IV. President's Report
 - A. Election of 2020-2021 Organizational Year Board Officers and Appointment of Secretary and Treasurer
- V. Information Report
- VI. Financial Information
 - A. Statement of Cash & Investments
 - B. Revenue & Expenditure Reports
 - 1. Revenue
 - 2. Expenditure
- VII. Action Items - Consent Agenda 3
 - A. Minutes
 - B. Financial Reports
 - 1. Treasurer's Report
 - 2. Payment of Invoices
 - a. Student Activity
 - b. Imprest
 - c. Ratification
 - d. Approval
 - e. Payment of Bills
 - C. Personnel
 - 1. Resignation
 - 2. Appointment

It is our mission to help students understand and prepare for career opportunities. To address this mission, the DAOES will

- ★ provide high quality educational programs
- ★ create learning environments that are stimulating and productive
- ★ use an integrated approach to enhance the academic, technical, and personal skills of students
- ★ provide leadership in staff training and curriculum development
- ★ continually challenge staff and students to excel

	a.	Hiring of Summer School Personnel	
	b.	Hiring of Temporary Summer Workers	
VIII.		Action Items-Director's Recommendations	4
	A.	Request for Bid Equipment Purchase, Advanced Process Welders	
	B.	Approve Purchase, Robotics & Automation Program Equipment	
	C.	Approve Purchase, Student Information System	
	D.	Approve Purchase, Learning Management System	
	E.	Maintenance Needs Exceeding \$12,500, Flooring	
	F.	Maintenance Needs Exceeding \$12,500, Snow Removal Equipment	
	G.	Technology Systems Upgrade	
	H.	Contract Award, Janitorial Services	
IX.		Committee Reports	
	A.	Finance Committee, K. Filipiak, Chair	
	B.	Personnel Committee, S. Helton, Chair	
	C.	Policy Committee, K. Carey, Chair	
X.		Reports	
	A.	Leadership Team Reports	
		1. Assistant Principal for Student Services	5
		2. Principal	9
		3. Director	10
XI.		Future Agenda Items	
XII.		Adjournment	

#BoldSubject#

CONSENT AGENDA VII

A. Minutes

1. Regular April 16, 2020 Meeting Minutes

B. Financial Reports

1. Approve the attached Treasurer's Report for the month of April 2020, and attach the reports to the minutes; and
2. Approve the attached Resolution Approving May 2020 Invoices for Payment, and attach the Resolution to the minutes.

C. Personnel

1. **Resignation**

- a. Non-Instructional Support Staff

2. **Appointment**

- a. Hiring of Summer School Personnel
- b. Hiring of Temporary Summer Workers

VIII. ACTION ITEMS-DIRECTOR'S RECOMMENDATIONS

- A. Request for Bid Equipment Purchase**
Motion to authorize staff to advertise for bid for Advanced Process Welders and Accessories.
- B. Approve Purchase, Robotics & Automation Program Equipment**
Motion to approve purchase of equipment for Robotics & Animation Program.
- C. Approve Purchase, Student Information System**
Motion to approve purchase of Student Information System, Powerschool.
- D. Approve Purchase, Learning Management System**
Motion to approve purchase of Learning Management System, Schoology.
- E. Maintenance Needs Exceeding \$12,500, Flooring**
Motion to approve purchase of flooring for classrooms.
- F. Maintenance Needs Exceeding \$12,500, Snow Removal Equipment**
Motion to approve replacement of snow removal equipment.
- G. Technology Systems Upgrade**
Motion to approve technology systems upgrade.
- H. Contract Award, Janitorial Services**
Contract award, Janitorial Services, to Alpha Building Maintenance Services, second lowest responsible bidder.



Avelira Gonzalez
 Assistant Principal for Student Services
 Board Report
 2019-2020

May 2020

We are finally at the final stretch, we have been working fervently to ensure a successful close of the year. It has been a pleasure to serve at TCD this first year and am looking forward to strengthening relationships and celebrating successes this upcoming school year. Our Student Services Department has worked tirelessly to ensure that all students have the resources available to them, despite the social distancing we have endured and are finishing strong. Excellent Work... #WeAreTCD!

College and Career Pathway Specialist, May 2020– Lauren Cuchna

Activity	Description
Instructor Email Support	Working with TCD Instructors on dual credit drops, incompletes and grades
Student Support	Filtering student emails on dual credit process when registering for COD/JJC registration for next year
Parent Support	Filtering parent emails on dual credit withdraws, COD/JJC registration process for dual credit students
Sending School Support	Open communication with sending schools with students dropped from dual credit.
COD/JJC incoming Dual Credit Student Support	Collaborating with TCD registrar and COD/JJC Admissions to provide demographic information for incoming dual credit students and generating IDs



Providing Placement Testing Support to parents and incoming dual credit students	Create and email COD/JJC virtual testing information to all registered dual credit students/parents to take advantage of opportunity over summer
COD/JJC 2020 - 2021 Call for Courses	Provide course rosters to partnering dual credit students for 2020 - 2021 Academic Year
Construction Talks Webinar with CISCO and Carpenters Union	Participated in Virtual training on current COVID trends with construction trade and apprenticeships
TCD Faculty Zoom Meetings	Continue to participate in all TCD weekly meetings.

Career Counselor, May 2020–Michelle Miklinski

Activity	Description
Staff Meetings: Every Monday 9:00 A.M.	Training for remote-learning and staff updates via “GoToMeeting”
SSA Meetings: Every Monday 11:00 A.M.	Meet with SSA team, IEP Coordinator, and APSS to discuss ongoing student support
Ongoing contact with instructors to provide resources when needed.	Including student assistance, student resources, job board postings, Kuder Career Assessment and Resume Writing.
Providing Student Social/Emotional Support when necessary	Available via email and phone contact during school hours.
Pre-Planning for 2020-2021 School Term Events (Contact counselors and presenters to coordinate dates, transportation, etc.)	(Directions Program: Kuder Assessments Aug./September; Explore Days Oct./Nov.; College and Career



	Fair: November)
Online Events, Workshops, and Webinars (As come available)	<ul style="list-style-type: none"> *Junior Achievement Career Readiness Skills Workshops - Fridays thru May 15 *Construction Industry Apprenticeships *ICATT Apprenticeships Webinar *CTE in a Time of Uncertainty (ACTE)
Professional Development (ASCA)	<ol style="list-style-type: none"> 1. Career Development Specialist Training 2. Anxiety & Stress Management Specialist Training

Services Counselor, May 2020– Marlene Rossini

Activity	Description
IEP meetings (virtual)	Provide meeting reports and updates to sending school case managers
IEP/504 Data Collection	Continue yearly data collection of IEP and 504 Plan accommodation summary forms for incoming students
Weekly Staff Meetings	Goto meeting-Staff updates regarding COVID-19 remote learning
Facilitate Weekly SSA Zoom Meetings	Meet with SSA team, Career Counselor, and APSS to discuss ongoing student support
NATP Academic Warning Letters & Ineligibility letters	Forward academic warning letters and Ineligibility letters to home school counselors re: NATP student's state certification eligibility status



NATP Accommodation letters for state exam	Contacting case managers and collecting NATP IEP & 504 Plan student accommodation letters for State CNA certification exam
NATP state test release forms	Collecting returned release of information forms for state testing
Assist in locating students for TCD remote learning	Assist TCD teachers and sending school teachers/counselors in contacting students for remote learning.
Schoology Training (Date: TBD)	Participate in online Schoology training with SSA's
Availability for students	Available by email or phone for student assistance
ASCA online Professional Development	Students with special needs specialist training

TO: Board of Directors
 FROM: Jason Hlavacs - Principal
 VIA: Director of DAOES
 SUBJECT: Technology Center of DuPage Board Report
 DATE: May 21, 2020

Below is a timeline of what has happened at TCD since April 16th:

Date(s)	Summary of events
4/20/20	Instructional Staff Meeting
4/21/20	Program Budget Meetings for FY 21
4/21/20	Instructional Staff Meeting
4/27/20	Instructional Staff Meeting
4/28/20	Ave and I participated in a Zoom meeting with near by Area Career Centers to plan program collaboration meetings with them the week of May 18.
4/28/20	Counselors & SSAs were trained on using Schoology and ways to support students and teachers virtually.
4/29/20	A TCD Update was sent to Principals and Primary Contacts
5/4/20	Instructional Staff Meeting
5/8/20	TCD Update Sent to Principals and Primary Contacts with details on curbside pick up of personal items and equipment.
5/8/20	Blackboard connect by Phone and Email with details of Curbside pick up of personal items and equipment.
5/11/20	Instructional Staff Meeting
5/18/20	Instructional Staff Meeting
5/22/20	Last Day of school for TCD
5/11 – 5/22	Curbside pick up of personal items and equipment as well as textbook turn in by program.

Summary of Highlights

Our transition to schoology went well. All teachers, Counselors, and SSAs are working with students on it. Curbside pick up has started and is going smoothly. TCD Awards information has been gathered and is ready to be announced. Students and Sending schools will be receiving notification very soon. Yard signs are being ordered this week and will be placed in the yards of students. On Wednesday May 13th Mrs. Gonzalez and Patty Roscetti accompanied Lt. Bayne and Lt. Dinelli to present the EMT students their Pins in recognition for their academic achievements in the EMT program this year. They went to 37 student houses and spent the whole day driving from house to house to personally connect (while social distancing) with their students.

To: DAOES Board of Directors

From: Director

Subject: Director's Report

Date: May 21, 2020

1. **FY 21 Tuition/Assessment Letters:** Tuition/Assessment letters to districts were sent out in April.
2. **FY20 CTEI Disbursements:** As of May 12, DAOES has received \$1,364,537 in FY20 CTEI disbursements from the State Comptroller. This represents the amount vouchered through February 2020. DAOES is still owed \$763,970 for the remainder of FY20.
3. **FY21 CTEI/Perkins Grants:** ISBE should release allocations for FY21 soon. Once received, we will begin the process of preparing allocations letters that will be sent out once the IWAS system is updated so grant contacts can begin to work on their FY21 grant.
4. **DAOES Grant Meeting:** Due to COVID-19, the last two grant meetings were cancelled. FY21 grants will be the first under the new Perkins V requirements and there should be some changes in grant requirements coming from ISBE. Once this information is released, I will schedule a virtual meeting to cover any new information with all Grant Contacts. I will also schedule individual virtual meetings with any new District Grant Contacts to help them with the process.
5. **Board Reappointment:** Just a reminder that your School Board needs to formally designate the representative that will serve on the DAOES Board of Directors for the 2020-2021 school year. As of May 15, we have received official notification from 8 out of 14 districts. If you have not done so already, please make sure your District approves the representative in June.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael D. Zimmerman", with a long horizontal flourish extending to the right.

Michael D. Zimmerman