

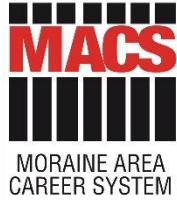
Administrative Council Meeting

Agenda

Thursday, May 12, 2022 via Zoom 8:30 – 10 pm

- I. Welcome/Call to Order
- II. April Minutes: <https://www.macspartnerhip.com/macs-meetings/>
- III. Moraine Valley Community College - Dual Credit/Dual Enrollment
- IV. MVCC Equity Data Report and discussion
- V. Seamless WBL
- VI. Status of FY23 Submitted Grants
- VII. FY22 Amendments -Verify no FY22 amendments needed (all funds spent out by end May)
- VIII. Final June Activity Reports due to MACS office May 31, 2022
- IX. FY23 Meeting Calendar
- X. Other

Adjourn



REMINDERS

- XI. FY23 Budgets need to be ready to submit with new CLNA Strategies
- XII. Conference report forms should be completed for IACTE and Connections Conferences
- XIII. Reminders:
 - Reimbursement/Expenditure Report Due dates: 6/20
 - Program Activity Reporting Dates: 6/20 (Perkins Grant and Career Development Grant)
 - Teacher Licensing:

<https://www.isbe.net/Documents/CTE-Lic-Endorsements-Guidance.pdf>

Shared Documents:

Approved Programs/CIPS (all)

https://docs.google.com/spreadsheets/d/1xNzBoW0tKgWFnFrFpgZif8oduXPGW_X_ITO--yjOPeY/edit#gid=0

CLNA Goals and Strategies

https://docs.google.com/spreadsheets/d/1p67bz_AphTyV3EOpST8YiHxg3Z9GIsbE8QwebtEJWL/edit#gid=0

Equipment Properties (all)

Attachments:

Conference Accountability Report

MACS Amendment Process

MACS Request to Purchase Equipment

Conference Accountability Report

Congratulations! Your district's CTE Grant funds sponsored your Conference attendance as professional development for you to investigate an idea, concept or project of interest to your teaching field. **Please complete and submit your Conference Accountability Report within 2 weeks of conference attendance** to cothran@macspartnership.com. Reports will be included in the following MACS meeting information packet.

Due to the heightened accountability requirements in grant reporting, MACS must provide concrete evidence that attendance and implementation of ideas from these types of conferences is occurring. This will allow us the privilege to continue to offer similar professional development and continued opportunities for growth.

Thank you in advance for your cooperation and innovation!

Please complete the following:

Name	
School	
Conference Name	
Location/Date	

What major ideas, activities, or best practices (A-E) did you experience at the conference that you feel could be implemented in your school? Explain how and with whom this could take place.

- a. Programs of study
- b. Partnerships secondary to postsecondary
- c. Curriculum Integration
- d. Supporting math or reading in CTE curriculum
- e. Recruitment and retention of students into non-traditional career areas

List any speakers or presenters who would be good for our own staff, students, and/or team meetings.

Are there any printed materials you brought back that should be reproduced for others?

MACS Amendment Process

An Amendment is a modification to the scope or finances of a previously approved grant application. Amendments are required when the scope of a project changes significantly or if the expected expenditures exceed a variance of **10% or \$1000 per an object total**, whichever is the greater. (Amendments are also allowable for a smaller variance)

Please follow these guidelines when an amendment to a grant is needed:

- Remember: **“Amend before you spend!”**

Discuss anticipated grant budget or program changes with MACS Director before beginning the amendment process. Use your budget planning shared file to work out the details of how you want to change your budget lines.

Add an explanation at the bottom of the shared worksheet for why the amendment is being requested.

For example:

*Reduced dollar amount in line item 1000/400 to increase line item 1000/500.
Funds to be used for a planer in Woods and Advanced Wood programs.*

Removed remaining dollars after final invoices 1000/500 and Increased supply (1000/400) and travel (2210/300) line items for PTLW supplies and travel.

- After MACS agreement with your worksheet changes, Create an amendment in the IWAS Consolidated Grant and make changes to follow your adjusted budget planning sheet. In the text description, start any changed line with “* amndt # . . .”
- Prepare amendment to current district grant on IWAS and have Superintendent approve and submit to MACS (Admin Agent) for approval. Please Email cothran@macspartnership.com when you submit to your Superintendent.
- Disregard an IWAS message saying your grant is approved. The IWAS system sends that message after the Admin Agent (MACS) accepts your amendment. At that point ISBE hasn't received it yet, so it is not approved yet.
- Notification of ISBE approval/disapproval will be emailed to you from MACS once received by the MACS office.

Please review your use of funds quarterly as you prepare your expense reimbursement claims, to be sure your remaining money is budgeted in lines where you can spend it out!

Caution: If you want to over / underspend cells within a variance less than 10%, please discuss it with your MACS Director.

Request to Purchase Equipment FY22

School: _____ Date: _____

MACS Director must approve all changes in equipment before a Purchase Order is processed

Reason for change in equipment:

If change, new information as follows:

- ☐ Vendor Updated Price
- ☐ Approved item discontinued
- ☐ Approved item backordered

New Price: _____

New model: _____

Replacement item: _____

No change in equipment request:

We would like to proceed with purchasing our approved equipment item.

Item: _____

Quantity: _____

Price: _____

Total \$: _____

_____ Approved _____ Disapproved

(Amendment required before this change can be approved)

MACS Administrative Council Member /Date _____

MACS Director /Date _____