

## INTERGOVERNMENTAL AGREEMENT

### Three Rivers Education for Employment System

This Intergovernmental Agreement is executed under the authority of the Intergovernmental Cooperation Act of 1973 and Article 8, Section 10 of the Constitution of Illinois 1970.

#### ARTICLE I - GENERAL PROVISIONS

##### Section 1-1 Name

The name of the regional organization formed hereunder will be the Three Rivers Education for Employment System hereinafter referred to as the System.

##### Section 1-2 Purpose

The purpose of the System shall be:

- 1-2.1 to provide quality programs and services that optimally provide students, youth and adults the opportunity to obtain immediate employment and/or to attain advanced education or training needed for later employment.
- 1-2.2 to plan, operate, evaluate, and improve outcome-based programs and services effectively and efficiently in Occupational Education, Vocational Education, Career Education, and Adult Vocational Education for eligible students.
- 1-2.3 to stimulate, strengthen, and sustain modes of cooperation and collaboration among school districts, employers and citizens regarding goal setting, planning, resource utilization and evaluation, resulting in continuous personnel development and ongoing curriculum renewal and equipment modernization.
- 1-2.4 to use effectively local, state, and federal resources for providing maximum educational and employment opportunity with a positive economic impact for the region.

##### Section 1-3 Membership

Membership in the System may include school districts within and adjacent to the boundaries of Joliet Junior College District 525.

##### 1-3.1 Charter Membership

Charter membership in this System includes:

- Lemont Township High School District 210
- Coal City Community Unit District 1
- Gardner/South Wilmington High School District 73
- Minooka Community High School District 111
- Morris Community High School District 101
- Joliet Township High School District 204
- Lincoln-Way High School District 210
- Lockport Township High School District 205
- Plainfield Consolidated School District 202
- Reed-Custer School District 255-U
- Valley View School District 365-U
- Wilmington School District 209-U

Two area vocational centers, Grundy Area Vocational Center and Wilco Area Career Center, serve member districts in this Intergovernmental Agreement under terms of separate joint agreements under the authority of The School Code of Illinois.

Elementary school districts will be represented by the secondary school district in which the elementary school district's administrative center is located.

#### 1-3.2 Term of Membership

Membership in the Intergovernmental Agreement shall be continuous, and member districts shall abide by this agreement from year to year unless that district executes the withdrawal provision of this agreement in Article VII.

#### 1-3.3 New Members

A non-member district who wishes to join after July 1986 may do so by meeting all criteria which have been established by the Administrative Council. For admission, non-member districts will require a two-thirds approval vote of the Administrative Council of the System.

#### 1-3.4 Private/Parochial Schools

Enrollment of students from private/parochial schools shall be in conformity with The School Code of Illinois.

### ARTICLE II - ORGANIZATION AND OPERATION

#### Section 2-1 Governance

##### 2-1.1 Administrative Council

The Administrative Council shall function as the governing body of the System. Each participating secondary school district shall be represented by its chief executive officer or an alternate designated by the district Board of Education. Any Education Service Region having a majority of its secondary school districts in a county as members in the System will be represented by its Regional Superintendent or Assistant Regional Superintendent. Elementary school districts will be represented by the secondary school district in which the elementary school district's administrative center is located.

Ex-officio membership on the Administrative Council shall include: an administrator from Joliet Junior College, the Chair of the System Advisory Council, and the Chair of the Planning and Coordination Council.

##### 2-1.2 Voting

Each member secondary school district and each ESR office on the Administrative Council will be entitled to one vote.

Proxies are not permitted. Each school district's vote shall be cast by its Chief Executive Officer or the alternate formally designated by the local district's board of education. The ESR vote shall be cast by the Superintendent or Assistant Superintendent.

##### 2-1.3 Conduct of Meetings

All meetings will be conducted according to the latest edition of Roberts Rules of Order, except

as specified in this agreement. The content of this agreement and accompanying policy manual shall constitute the bylaws by which the System is governed.

#### 2-1.4 Administrative Council Meeting Schedule

The Administrative Council will hold a minimum of four regular monthly meetings. A majority of member districts on the Administrative Council shall constitute a quorum.

#### 2-1.5 Officers

The Administrative Council shall elect a Chair, Chair-Elect, and a Secretary from its membership. Their term of office shall be one year. The Chair-Elect shall succeed the Chair. The Administrative Council may designate a recorder from within or outside the membership to keep minutes and perform other duties as may be required.

The first slate of officers shall be a Chair, Chair-Elect, and Secretary. In May of each year, a Chair, Chair-Elect, and Secretary will be elected and begin their term of office which shall run from July 1 to June 30. If an officer resigns during his/her term, the Administrative Council shall elect that officer at the next regular meeting of the Administrative Council.

#### 2-1.6 Special Meetings

Special and/or emergency meetings of the Administrative Council may be called by the Chair with approval by the Chair-Elect and Secretary. A written notification of such meetings must be received by all council members at least forty-eight hours prior to the meeting. The notice shall state the time, place, and purpose of the meeting and shall be signed by the Chair and the Chair-Elect or Secretary.

#### 2-1.7 Responsibilities of the Administrative Council

The Administrative Council shall:

- approve all System policies, procedures and bylaws;
- approve an annual System operating budget;
- approve the System programs and services offered within the framework of the intergovernmental agreement;
- appoint a Fiscal Agent for a three-year term;
- appoint a System Director
- approve the employment/termination of all personnel working for the System;
- initiate and/or approve System evaluation processes for programs and personnel; and
- appoint operation committees as may be required.
- approve all System expenditures.

#### 2-1.8 Executive Committee Structure

The Executive Committee shall consist of five members, the Chair, Chair-Elect, Secretary and two elected at large members.

#### 2-1.9 Executive Committee Meeting Schedule

The Executive Committee shall hold regular meetings on dates established by it. Meeting dates for the new fiscal year will be determined by the May Executive Committee meeting.

#### 2-1.10 Special Meeting

Special and/or emergency meetings of the Executive Committee may be called by the Chair. A written notification of such meetings must be received by all committee members at least forty-eight hours prior to the meeting. The notice shall state the time, place, and purpose of the meeting and shall be signed by the Chair.

#### 2-1.11 Responsibilities of the Executive Committee

The Executive Committee shall:

- approve activities of the System office within established policies and procedures;
- approve the payment of bills as recommended by the Director as permitted within the established budget;
- make recommendations to the Administrative Council on all items requiring their action after considering recommendations of the Director; and
- carry out those functions and duties delegated to it by the Administrative Council.

### Section 2-2 Fiscal Agent

#### 2-2.1 Designation of Fiscal Agent

The Fiscal Agent shall be designated by a two-thirds vote of the Administrative Council and with mutual agreement of the named agent. A formal letter of agreement between the Fiscal Agent and the Administrative Council shall reflect the provisions of this agreement.

#### 2-2.2 Term of Fiscal Agent

The Fiscal Agent's term shall be for three years. A two-thirds vote of the Administrative Council is necessary to either retain and/or change the Fiscal Agent. The term shall begin July 1. If either the Fiscal Agent or the Administrative Council wishes to break the three-year contract, written notification is required to be initiated by December 31 preceding the July 1 term.

#### 2-2.3 Responsibilities of Fiscal Agent

- to act within the authority and responsibility of the System to receive and disburse funds within funding source guidelines and within the budget adopted by the Administrative Council;
- to submit information and reports as required by the provisions of the Illinois Revised Statute Chapter 122, Section 10-22, 31a, the Illinois State Board of Education and other funding agencies; and
- to make recommendations to the Administrative Council regarding budgets and finance, and other matters requested by the Administrative Council.

### Section 2-3 Administrative Structure

#### 2-3.1 Organizational Chart

The attached organizational chart shall graphically illustrate the relationships of the Administrative Council to the Executive Committee, Fiscal Agent, System Advisory Council, Operations Committees, System Director, and the Planning and Coordination Council.

### 2-3.2 Planning and Coordination Council

The Planning and Coordination Council shall be established and sanctioned by the Administrative Council. Each participating district shall appoint one vocational administrator representative from that district to serve on the Planning and Coordination Council. The representative shall have integral programmatic responsibility for occupational, vocational, career and/or adult vocational education.

In addition, the chief administrator of each participating area vocational center will be a member of the Planning and Coordination Council.

### 2-3.3 Purpose of the Planning and Coordination Council

The purpose of the Planning and Coordination Council is to conduct planning and coordinating activities by:

- 2-3.3.1 Cooperatively developing, implementing, and evaluating education for employment programs and services that adhere to the highest standards of effectiveness and efficiency;
- 2-3.3.2 Submitting recommendations to the Administrative Council regarding improving curriculum and instruction, personnel development and staffing, equipment and facility modernization, resource allocations, evaluation and other areas as determined by the membership; and
- 2-3.3.3 Expediting effective System program management by establishing and monitoring the Programs and Services Coordination Council, the Articulation Committees and Program Advisory Committees, as well as providing leadership for each.

### 2-3.4 Programs and Services Coordination Council

The purpose of the Programs and Services Coordination Council is to address issues and make recommendations to the Planning and Coordination Council germane to the following:

- staff development;
- program advisory committees;
- gathering and using regional labor market data;
- gathering and using student interest data;
- sustaining up-to-date equipment, facilities and instructional materials;
- outcome-oriented, competency-based curriculum;
- program articulation; and
- other issues as assigned by the Planning and Coordination Council.

Membership of the Programs and Services Coordination Council will consist of twenty-four teacher representatives. There will be four representatives from each of the five occupational areas and student services:

- Agricultural Occupations;
- Business, Marketing and Management Occupations;
- Home Economics Occupations;
- Health Occupations;
- Industrial Occupations; and
- Student Services.

In addition, each area will include one representative from the community college, one from

an area vocational center, and two from secondary school districts.

#### 2-3.5 Articulation Committees

At least one Articulation Committee in each of the six areas (as noted below) will be established by the Planning and Coordination Council. Membership on each of the five program articulation committees will be composed of one teacher representative for each district offering that program. The Student Services Committee shall be composed of at least one representative from each participating district offering that program and shall represent guidance, counseling, and/or special needs personnel.

Articulation Committees will be established and chaired by a member of the Planning and Coordination Council in the following six areas:

- Agricultural Occupations;
- Business, Marketing and Management Occupations;
- Home Economics Occupations;
- Health Occupations;
- Industrial Occupations; and
- Student Services.

#### Section 2-4 Duties of Administrative Personnel

##### 2-4.1 System Director

The Administrative Council shall appoint a System Director who shall function as the Chief Executive Officer of the Administrative Council. The System Director and System Central Personnel shall be employees of the Fiscal Agent for authorization of all salary/benefit purposes.

2-4.2 The Director shall be responsible to the Administrative Council and will administer the Intergovernmental Agreement and implement the policies, bylaws and other directives adopted by the Administrative Council.

2-4.3 The Director shall carry out the duties and responsibilities as specified in the job description and policies established by the Administrative Council.

#### Section 2-5 Advisory Committees

2-5.1 Two types of Advisory Committees will be utilized. They are the System Advisory Council and the Program Advisory Committees.

2-5.2 The System Advisory Council shall be appointed by the Administrative Council with input from the Planning and Coordination Council.

2-5.3 The System Advisory Council's major function shall be to enhance open communication as well as to solicit input regarding the partnerships and interfaces between education and employment. The System Advisory Council shall maintain a dual focus by providing visions for the future and simultaneously assisting in creatively solving problems confronting the System.

2-5.4 There shall be no less than sixteen System Advisory Council members. At least sixty percent will be from the private sector. Not more than one-third of the membership shall change each year. There shall be at least three meetings of the System Advisory Council each school year.

2-5.5 The System Advisory Council shall include, but will not be limited to, representatives of the following:

- employers in high-demand occupations (both large and small businesses);
- employers of service, technical and professional occupations;
- organized labor;
- business and professional associations;
- graduates of local training programs;
- personnel and/or training directors;
- vocational administrators;
- chief school officers;
- counselors; and
- high school principals.

2-5.6 The composition of the System Advisory Council will reflect the geographic areas served and will comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title XI of the Education Amendments of 1972; Section 10-21.1, 10-22.4, and 10-22.7 of The School Code of Illinois; Article I, Section 18 of the Illinois Constitution of 1970; and all subsequent amendments to these laws, and all applicable Executive Orders, state laws, and federal and state rules and regulations which prohibit discrimination on the basis of race, color, national origin, sex or handicap.

2-5.7 Program Advisory Committees will be established by the Planning and Coordination Council for each of the six Articulation Committees. A separate Program Advisory Committee in each of the following six areas will be composed of incumbent workers who possess recent work experience and expertise:

- Agricultural Occupations;
- Business, Marketing and Management Occupations;
- Home Economics Occupations
- Health Occupations;
- Industrial Occupations; and
- Student Services.

2-5.8 The purpose of the Program Advisory Council shall be to serve as a means:

- to gather and/or validate labor market information;
- to gather and/or validate information regarding appropriate equipment needed for quality instructional programs;
- to serve as a clearinghouse of information and public relations; and
- to validate and evaluate the content of curriculum regarding their relationship to employers' needs and employment opportunities.

#### ARTICLE III - PROGRAMS

##### Section 3-i Target Groups

3-1.1 System Programs and Services will focus on seven target groups:

- elementary-level career awareness and orientation programs (K-8);
- secondary orientation-level courses (Grades 9-10);
- secondary/post secondary entry-level training (Grades 11-14);
- adult occupational refresher programs;
- adult occupational upgrading and retraining programs;
- adult entry-level training; and
- special needs population.

### 3-1.2 Program Selection

System programs shall be proposed by the Planning and Coordination Council. The recommendations of the Planning and Coordination Council shall be forwarded, through the System Director to the Administrative Council. Final decisions of System programs shall be made by the Administrative Council of the Chief Executive Officers.

To be considered for approval, a program should meet three criteria:

- have an outcome-oriented, competency-based curriculum or have well-defined timelines to become so;
- include a well-defined sequence of student-stated learner outcomes leading to accomplishment of one or more vocational education goals;
- approved courses must articulate with and follow the sequence approved by the System; and
- programs must be based upon appropriately documented labor market demand data and sufficient student interest.

### 3-1.3 Types of Programs, Courses and/or Services

Within the System, the following programs, courses, and services may be offered:

- programs, courses, and/or services provided by a member district which are serving only students of that district;
- programs, courses, and/or services operated by a member district that permit students from any other member district to participate;
- programs, courses, and/or services that are operated by the System to serve students of any member district; and
- cooperative agreements between two (2) or more districts that serve only students of these specific districts.

The System and/or any member district may contract with school districts, area vocational centers, community colleges or other agencies to deliver programs, courses, and/or other services.

3-1.4 All programs, courses, and services offered within the region shall be approved by the Administrative Council with input and recommendations from the System Director and the Planning and Coordination Council.

3-1.5 The Board of Education of each member district shall annually determine those out-of-district programs, courses and/or services that will be available to its students.

3-1.6 The Board of Education of each member district shall annually approve in-district programs, courses, and/or services for students enrolled in that district.

## Section 3-2 System Program Management

3-2.1 The Administrative Council shall delegate System program management responsibilities to authorized providers of programs and services whether school districts, the System, and/or other agencies.

3-2.2 The responsibilities of providers by formal agreement shall include:

- employment, supervision, and evaluation of qualified staff;
- delivery of approved curriculum and instruction;
- providing suitable and adequate facilities, equipment, and supplies;
- periodically reviewing the effectiveness of each program;
- the authorized program provider to comply with Title VI of the Civil



Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; Section 10-21.1, 10-22.7 of The School Code of Illinois; Article I, Section 18 of the Illinois Constitution of 1970; and all subsequent amendments to these laws, and federal and state rules and regulations which prohibit discrimination on the basis of race, color, national origin, sex or handicap; and insurance coverage for above mentioned facilities and equipment.

Section 3-3 Staffing

The System will be staffed under two major provisions:

- 3-3.1 System Central Personnel who are hired by the Administrative Council and paid from System funds to perform centralized System functions which benefit all member districts; and
- 3-3.2 program and service staff members who are employees of member districts performing System functions assigned to them by the district through which they are employed.

Section 3-4 Independent Programs, Courses, and/or Services

- 3-4.1 Nothing in this agreement shall prohibit or restrict the right of a member school district or combination of districts to provide any vocational education courses, programs, and/or services independently without approval or coordination by the Administrative Council. Such programs, courses, and/or services shall not be eligible for State Board of Education vocational education financial support.

Section 3-5 Eligibility of Students for Programs, Courses, and/or Services

- 3-5.1 Each district shall determine the eligibility of its own resident students for programs, courses, and/or services provided, coordinated, or approved by the Administrative Council as well as for independent or non-approved programs.

Section 3-6 Level of Participation

- 3-6.1 In order to administer effectively the System's programs, courses, and/or services, manage finances and resources, as well as employed personnel, each member district shall submit a report to the Administrative Council on or before March 1 of each year which specifies that district's minimum levels of participation for each shared program, course, and/or service for the following year.

ARTICLE IV - HOUSING

Section 4-1 Program, Course, and/or Service Sites

- 4-1.1 The Administrative Council will approve locations and sites for all System programs, courses and/or services. Major criteria in the selection process will include maximum accessibility and efficiency with consideration given to issues such as transportation and scheduling.
- 4-1.2 Member districts may elect to utilize applicable provisions of The School Code of Illinois including, but not limited to Section 10-22.31a, 17-2.4 and 19-30 to acquire, establish, remodel and/or maintain equipment and buildings for System programs, courses, and/or services.
- 4-1.3 Recommendations concerning the location of System programs, courses, and/or services

which are not to be offered in each member school district will be made to the Administrative Council by the System Director and/or the Planning and Coordination Council. Such recommendations will be based on criteria previously agreed on by the Administrative Council.

- 4-1.4 In the event of termination of this agreement or of withdrawal of one or more of its members, any sites, facilities or equipment purchased by a member district will remain the property of that district. Any System sites, facilities or equipment acquired through the Fiscal Agent for the System or any assets derived therefrom will be distributed proportionately among member districts as recommended by the Administrative Council and approved by joint action of member Boards of Education.

Section 4-2 Official Office

- 4-2.1 A district office will be established and maintained by the System to house the System Director and System Central Personnel.

ARTICLE V - FINANCE

Section 5-1 Fiscal Agent

- 5-1.1 The Fiscal Agent will assume responsibility for implementation of all approved financial arrangements.

Section 5-2 Fiscal Year

- 5-2.1 The fiscal year of the System shall be from July 1 of one calendar year to June 30 of the next calendar year.

Section 5-3 Administrative Costs

- 5-3.1 Administrative costs will include the salary and benefits of the System Director and the cost of any additional System Central Personnel, as well as office space, supplies, printing, and other costs necessary to carry out the operations of the System's administrative functions which have been approved and budgeted by the Administrative Council.

- 5-3.2 All administrative costs will be paid from System funds by the Fiscal Agent.

- 5-3.3 All funds received through grants, contracts, and/or contributions which are designated for System administrative costs will be used solely for such costs.

- 5-3.4 If anticipated funds for administrative costs are insufficient for approved administrative expenses, member districts shall be charged for the remaining balance. The prorating for determining each district's share will be based on the proportion of each district's 9-12 enrollment related to the total 9-12 enrollment of all districts in the System in the current year. Enrollments will be based on the sixth-day enrollment in Grades 9-12.

Section 5-4 Operating Costs

- 5-4.1 Costs for operating System programs, courses, and/or services, including equipment, facilities, and personnel, will be funded whenever possible by grants, contracts, and/or contributions. Operating costs not funded from other sources will be assessed and prorated to districts participating in that program based upon students served.

5-4.2 Payment rates and schedules will be developed by the Planning and Coordination Council and approved by the Administrative Council.

5-4.3 The billing schedule and date of official student enrollment count will be annually determined by the Administrative Council.

Section 5-5 Personnel Costs

The System may employ personnel to implement System programs, courses, and/or services. All such personnel decisions shall be approved by the Administrative Council. Personnel costs shall be considered either operations costs or administrative costs.

Section 5-6 Unexpected Budget Shortfall

In the event of a budget shortfall and/or deficit, a year-end assessment shall be made to balance the budget. Such assessment shall be made according to the financing procedures for that portion of the budget that generated the shortfall. If this cannot be determined, then a prorated assessment will be based upon the proportion of each district's 9-12 enrollment related to the total 9-12 enrollment of all districts in the System in the current year. Enrollments will be based on the sixth-day enrollment in Grades 9-12.

Section 5-7 Distribution of Income

5-7.1 All grants, contracts, contributions or State Board of Education reimbursements designated for System administrative costs will be used for System administrative costs.

5-7.2 All State Board of Education reimbursements for programs, courses, and/or services will be distributed to member districts or institutions generating that revenue according to the amount received for offering the approved System programs, courses, and/or services. Payments to member districts or institutions shall be made in a timely fashion, but not later than sixty days after the receipt of that revenue.

Section 5-8 Non-Member Charge

Charges to non-member school districts, organizations, and individuals for employment education and/or training services shall be established by the Administrative Council based upon recommendations of the Planning and Coordination Council.

Section 5-9 Accounting Procedures

5-9.1 Accounting procedures will conform to all applicable rules and regulations of the Illinois State Board of Education.

5-9.2 A minimum of one audit per year will be conducted in accordance with Section 3-15.1 of The School Code of Illinois as amended.

ARTICLE VI - TRANSPORTATION

Section 6-1 Transportation

6-1.1 Transportation of students will be the responsibility of each participating district and not the responsibility of the System.

6-1.2 The System encourages cooperation in utilization of transportation resources among

its member districts. The administration of those transportation arrangements shall be separate from the administrative component of this agreement.

#### ARTICLE VII - WITHDRAWAL, REMOVAL, AND TERMINATION

##### Section 7-1 Withdrawal

7-1.1 Member districts may withdraw from participating in the System provided they give a certified written notice to the System Director and the State Board of Education more than twelve months preceding the beginning of the fiscal year (July 1) in which they plan to withdraw.

7-1.2 The withdrawing districts must comply with all of the following conditions to lessen the impact upon the quality, effectiveness, and efficiency of System operations:

- during the final year of membership, the withdrawing district will continue to be responsible for its share of administrative costs whether or not it utilizes programs and services of the System;
- all monies due the System are to be paid in accordance with the billing schedule but in no case later than sixty days after the end of the fiscal year of withdrawal;
- any monies due the withdrawing district as a result of activities during its final year of membership, and which are received by the System after the end of the fiscal year, shall be returned to the district by the System within sixty days of receipt of these monies from the funding agency;
- all of the equipment purchased by the System remains with the System and equipment purchased solely by a member district will remain the property of that district; and
- the withdrawing district forfeits and/or waives any right, title, or interest in or to the land, buildings, facilities, or equipment of the System.

##### Section 7-2 Removal

A district failing to abide by its agreement with other member districts of the System is subject to action by the remaining members of the agreement. By a two-thirds majority vote of the participating boards of education, the district may be removed from the agreement. Such notification shall occur twelve months prior to the removal date and the Illinois State Board of Education shall be notified of the action taken.

##### Section 7-3 Termination

This agreement may be terminated in the event that one hundred percent of the members so agree. In such instances, the vote to terminate must occur twelve months prior to the termination date and notice shall be given to the Illinois State Board of Education. System assets shall be distributed in accordance with the interest vested in each asset.

#### ARTICLE VIII - AMENDMENTS

##### Section 8-1 Amendments

8-1.1 The Administrative Council shall recommend approval and/or denial of amendments submitted to them. Proposed amendments to this document must be submitted in writing to the Administrative Council. All amendments must come before the Administrative Council to be approved. If approved by two-thirds majority of the Administrative Coun-

cil, the proposed amendment will be submitted, along with a resolution to each participating board of education.

8-1.2 A member board of education has sixty days in which to act on the proposed amendment. In order to be adopted as an amendment, the proposed amendment and resolution must be adopted by the boards of education of two-thirds of the member districts within the sixty-day period.

8-1.3 The amendment takes effect at the end of the next regular Administrative Council meeting.

#### ARTICLE IX - RATIFICATION

##### Section 9-1 Ratification

Ratification of this agreement will take place by vote of the individual boards of education for each of the participating districts.

ADOPTED: July 1, 1986

AMENDED: July 1, 1990