



DES PLAINES VALLEY REGION
BOARD OF CONTROL
SEPTEMBER 28, 2011

MINUTES

ITEM I – ROLL CALL

Dr. Robert Lupo called the meeting of the Des Plaines Valley Region Board of Control to order at 9:09 a.m. on Wednesday, September 28, 2011 in the Triton College Boardroom. Voting members present: Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Robert Lupo (Ridgewood Dist. 234), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Steven Isoye (Oak Park & River Forest Dist. 200). Dr. Angela Latham (Triton College) represented Dr. Patricia Granados. Voting member absent: Dr. Kathryn Robbins (Leyden Dist. 212). Also present: Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

ITEM II – APPROVAL OF MINUTES

Dr. Skinkis moved, Dr. Anderson seconded the motion to approve minutes of the August 3, 2011 meeting. All ayes; motion carried.

ITEM III – ADMINISTRATIVE COUNCIL MINUTES

The Board received minutes of the Administrative Council's May 5, 2011 meeting.

ITEM IV – EXPENSE AND REVENUE REPORT

The Board received the current expense and revenue report for DVR.

ITEM V – RATIFICATION OF PCCS BILLS PAID

Dr. Collins-Hart moved, Dr. Anderson seconded the motion to ratify Partnership for College & Career Success grant payments in the amount of \$9,117.00. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

ITEM VI – RATIFICATION OF INSURANCE PAYMENT

Dr. Collins-Hart moved, Dr. Isoye seconded the motion to ratify payment processed for DVR's insurance policy in the amount of \$109.00. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

ITEM VII – RATIFICATION OF PERKINS RETURN OF REVENUE

Dr. Skinkis moved, Dr. Isoye seconded the motion to ratify payment to return unused FY11 Perkins grant funds to ISBE in the amount of \$3,992.00. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Latham – aye

ITEM VIII – CURRENT BILLS LIST

Dr. Isoye moved, Dr. Collins-Hart seconded the motion to approve payment of current DVR bills in the amount of \$13,806.58. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Latham – aye

ITEM IX – AUTHORIZATION OF PAYMENT OF BILLS BEFORE NOVEMBER 2011 MEETING

The Board does not meet in October. Dr. Anderson moved, Dr. Collins-Hart seconded the motion to approve the DVR office to process payment for bills that will need to be paid prior to the November meeting. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Latham – aye

ITEM X – REVTRAK

It was planned that DVR would close our service with RevTrak after the FY11 camps were completed and all refunds were processed, then start up service again when we were ready for FY12 camp registrations to open in January 2012. According to our RevTrak representative, closing DVR's service would mean that the FY11 camp information, data and reports would be deleted. The FY12 web store would have to be entirely rebuilt. Considering the hours spent in 2011 building the online web store, it would be beneficial to keep the service open. The FY11 information could be copied over to FY12 camps. The unbudgeted additional months' fees of \$19.95 per month for six additional months can be covered by the registration fees that were not refunded in FY11, with no increase in local match to member districts.

Dr. Collins-Hart moved, Dr. Isoye seconded the motion for DVR to keep the RevTrak service open. Roll call vote.

Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Latham – aye

ITEM XI – JOINT AGREEMENT BUDGET FY12

ISBE indicated revenue received after June 30 and expenditures after June 30 need to be reported in the FY12 Joint Agreement Budget (JAB). In addition, some revenue received before June 30th could not be paid out until after June 30th since we were waiting for district reimbursement claims.

In this case the revenue is not reflected in the FY12 JAB but the expenditures are. These items together artificially inflate the FY12 JAB expenses in relation to the revenue, although the actual budget is even. DVR submitted the budget to the Leyden Business Office on July 21, 2011. The newspaper ad announcing the posted budget was scheduled and ran July 22, 2011.

Dr. Skinkis moved, Dr. Isoye seconded the motion to adopt the FY12 Joint Agreement Budget for DVR. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

ITEM XII – FY11 CTEI GRANT PAYMENT STATUS

Dr. Cothran reported that all FY11 CTEI grant funds have been received. There are a few districts with FY11 funds still to be claimed. Claims are due in October so that DVR can process final reimbursements in November. The Board received the status of FY11 CTEI grant expenditures.

ITEM XIII – FY12 CTEI PAYMENTS

The Board received a listing of vouchers that have been issued. The State Comptroller has not yet released the funds. Dr. Cothran has advised Administrative Council members that all equipment and supplies should be ordered by the first quarter and should be available for use in the classroom in the first semester. This should mean that by the time their districts process invoice payments DVR will receive funds to reimburse the claims.

ITEM XIV – FY12 PERKINS REIMBURSEMENT PROCESS

ISBE has created a new reimbursement method for federal grants. Administrative Council members have been given information regarding the Perkins reimbursement claim process for FY12. Schools may submit their claims to DVR for paid reimbursements by the 15th of each month, and DVR will file with ISBE monthly. It is anticipated that we should receive those funds before the end of the month. DVR will need to cut checks to the schools within three days of receipt of funds. Therefore the schools will receive their money the same month they submit a claim. DVR will still have to file quarterly grant expenditure reports, but with the federal reimbursement process we will also have to file monthly Perkins expenditure reports. Since the DVR Board has authorized us to pay Perkins money as soon as it is received, we will be able to comply with the new ISBE rules.

ITEM XV – WEBSITE HOME PAGE CTE VIDEO

Numerous website updates were done in August. We were able to obtain permission from the National ACTE office to embed the video, “CTE: Making the Difference,” in our home page.

ITEM XVI – APPROVAL OF FY12 COORDINATORS

Dr. Cothran has received confirmation from the following people regarding their interest in continuing in the coordinator positions.

Nichole Sweeney (Leyden) – Food Sanitation

Alicia Kadlitz (Leyden) – Food Sanitation

Toni Memmel (Elmwood Park) – Health Careers Camp

Jennifer Maldonado (Leyden) – Health Careers Camp

Karen Bear (Elmwood Park) – Teacher Workplace Experience

The Board received contracts for each coordinator. Dr. Skinkis moved, Dr. Anderson seconded the motion to approve the coordinators as listed above. All ayes; motion carried.

FY11 Career Camp Coordinator Allison Goodman declined to accept the position for FY12. Therefore the position is open. Per the Board's suggestion, Dr. Cothran will forward the position posting to the superintendents to post in-house.

ITEM XVII – OCTOBER WORKSHOP

Dr. Cothran acknowledged Triton's research department for providing data that will be used during the workshop. ACT Midwest Manager Deb Fitzgerald is the morning presenter. Mary-Rita Moore will present information on data from Triton. The Board received the schedule for the day. In the morning session, secondary/post-secondary teams will define what needs to be done to improve transition without remediation. These groups will meet by curricular area and superintendents will circulate among the groups to hear the various discussions. Administrative Council members will be facilitators. In the afternoon session district level teams will create a plan for how transition without remediation will be done in each district. Breakout groups will receive templates to use as planning tools; morning templates will be based on Programs of Study and afternoon templates will be based on knowledge and skill charts. The Board received lists of breakout groups and the evaluation form.

ITEM XVIII – STEM ADVISORY UPDATE

In the last Regional STEM meeting it was agreed to use the annual Illinois STEM Summit for a meeting which would give business and industry partners the opportunity to learn more about what is happening in the schools. Dr. Cothran is on the planning committee for the February 3, 2012 STEM Summit which will be hosted at Oak Park & River Forest High School. She sent a "save the date" notice to DVR's business and industry partners. DVR will host a breakfast room for our business partners at the event. The partners will then spend the day in sessions and roundtable discussions. Dr. Cothran also reported that a junior chapter of the Society of Hispanic Professional Engineers is in the planning stages for Leyden.

ITEM XIX – ISCS FINAL STATUS OF CORRECTIONS

Dr. Cothran reported on the status of FY11 Illinois State Course System corrections. She provided the Board with written, detailed background information on this subject. Originally only the CTE enrollments for FY11 were to be uploaded, but IBM changed from the original plan and schools were asked to upload all course enrollments. There are issues with reporting functions of administrative software working with the IBM program. Corrections are being made manually; Leyden and Ridgewood are done, and Elmwood Park is close to completion. The deadline is September 30th. Dr. Cothran has asked for an extension, but the State is waiting until Friday to determine the "state of the state" before deciding on an extension. ISBE needs to use the data to begin calculating allocations for FY13. The FY12 Fall Housing Report will require the identification of multiple serving schools.

ITEM XX – FIRST READING: BOARD POLICY CHANGE OF ADMINISTRATIVE COUNCIL DUTIES

The Board held a first reading of updated Policy # 2100 – Administrative Council Duties. The revised language describes the Council's oversight of the DVR Program Committees as well as other updates as needed.

ITEM XXI – CTE PROFESSIONAL DEVELOPMENT

Dr. Heather Sass from High Schools That Work has conducted professional development workshops for the DVR high schools. Dr. Sass has a series of five workshops that build on each other. At the August 3, 2011 meeting the Board approved the FY12 contract with Dr. Sass to conduct a Level Three workshop in June and a Level One workshop on February 2-3, 2012 for 12

CTE teachers who would be chosen by their superintendents. The Board was notified that the following names have been submitted: Eric McFadden and Greg Lindemann (Leyden), Sarah Roodhouse and Lynn Reising (Oak Park & River Forest); Margaret Campbell and Cherian Thottupuram (Proviso); Steve Silca (Ridgewood), and Bruce Specht (Riverside-Brookfield). Ridgewood and Riverside-Brookfield are each to submit the name of a second participant. All of Elmwood Park's CTE teachers have done either Level One or Level Two training with Dr. Sass, and therefore their two seats for the February 2012 Level One workshop can be given to other districts. Dr. Collins-Hart requested one extra seat for Proviso. Final names of participants are needed by the next meeting. The superintendents have the authority to appoint specific persons from their districts to participate in the professional development workshops, whereas Administrative Council members do not have that level of authority and only ask for volunteers from their districts to participate.

ITEM XXII – BOARD OF CONTROL MEETING SCHEDULE

Due to conflicts, the Board agreed to change the November 2nd meeting date to Thursday, November 10th. The School/College Partnership meeting will still be held on the 10th. The Board also agreed to change the June 6th meeting date to Monday, June 4th.

ITEM XXIII – BOARD OF CONTROL MEMBER CONTACT INFORMATION

The Board received contact information for each member. Dr. Anderson's cell phone number will be corrected and an updated list will be distributed.

ADJOURNMENT

Dr. Skinkis moved, Dr. Anderson seconded the motion to adjourn the meeting at 10:04 a.m. All eyes; motion carried.