



c/o Triton College, Building M, Room M100
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION
BOARD OF CONTROL
JANUARY 18, 2012

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 9:10 a.m. on Wednesday, January 18, 2012 in the Triton College Boardroom. Voting members present: Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Robert Lupo (Ridgewood Dist. 234), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Patricia Granados (Triton College), and Mrs. Pam Bylsma represented Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield District 208). Also present: Dr. Anne Cothran (DVR), Dr. Angela Latham (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Anderson seconded the motion to approve minutes of the December 14, 2011 meeting. All ayes; motion carried.

RATIFICATION OF PERKINS PAYMENTS

At the August 3, 2011 meeting the Board authorized DVR to pay Perkins billing as it is received, with payment to be ratified at the next Board meeting. DVR processed payments totaling \$21,380.49 on December 19, 2011. Dr. Isoye moved, Dr. Lupo seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Mrs. Bylsma – aye
Dr. Robbins – aye

BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$179,650.05. Dr. Isoye moved, Dr. Collins-Hart seconded the motion to approve payment of the current bills list. Roll call vote

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Mrs. Bylsma – aye
Dr. Robbins – aye

FY12 2ND QUARTER SALARY/BENEFITS REIMBURSEMENT TO LEYDEN

DVR reimburses Leyden quarterly for salary and benefits paid. The Board received a summary of salaries and benefits paid year-to-date. Dr. Anderson moved, Dr. Isoye seconded the motion authorizing Leyden to withdraw \$45,709.06 from DVR's bank account for salaries and benefits paid. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Mrs. Bylsma – aye

Dr. Robbins – aye

EXPENSE AND REVENUE REPORT

The Board received the current DVR expense and revenue report.

DVR FY11 AUDIT

Baker Tilly lost personnel in the fall and was running late on completing DVR's FY11 audit. Baker Tilly filed the DVR FY11 AFR and A-133 Single Audit on January 10, 2012. Dr. Cothran received an e-mail from the Budget Support Services Office at ISBE assuring her that they had received the filing on that date. DVR received copies of the bound audit report, and copies were distributed to each Board member for review prior to the meeting. There were no findings. A material weakness was cited that duplicates Baker Tilly's statement from the audit two years ago, that indicates with a small (two person) staff we are reliant on our auditors to prepare our financial statements.

According to Baker Tilly, 95 percent of their clients receive this material weakness notation. Dr. Collins-Hart moved, Dr. Lupo seconded the motion to accept the FY11 audit. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Mrs. Bylsma – aye

Dr. Robbins – aye

REQUEST FOR DISTRICT ANNUAL AUDITS

Each year DVR requests and receives copies of the annual audit from each member for DVR's audit files. High schools and Triton are to forward a copy of their FY11 audit to the DVR office. Oak Park & River Forest and Ridgewood have already submitted their audits to DVR.

501(c)(3) MISSION AND VISION FORMATION

In the December Board meeting, discussion was opened regarding the possibility of creating a DVR Education Foundation 501(c)(3) in order to solicit funds for STEM related activities. In that preliminary meeting the Board discussed refining the draft Mission and Vision statements.

Dr. Cothran provided the Board with the following information in which she edited the Mission and Vision.

Foundation Mission: The Foundation shall operate as an Illinois 501 (c)(3) not-for-profit corporation that serves as a vehicle for soliciting, receiving and allocating gifts, grants and bequests of money or services to further enhance and enrich the programs and activities, and acquire and

distribute resources for the purpose of providing extended STEM related learning opportunities for students in the Des Plaines Valley Region enrollment area.

Foundation Vision: In distributing the resources, the Foundation will consider regional, district wide, building wide, classroom projects, after school activities, and STEM related clubs, programs and curricula.

Foundation Goals:

The Goals of the Des Plaines Valley Region Education Foundation are:

I. To promote student development

- A. Extend and expand STEM related opportunities for learners K-14, as defined by the nine cluster areas adopted by the Illinois STEM Initiative.
- B. Provide resources for enrichment and support outside of the normal school day program.
- C. Scholarships to promote continued STEM related post-secondary credentials and degrees.

II. To encourage employee creativity and excellence.

- A. Provide resources to motivate and encourage employees to be innovative and creative in teaching and learning in STEM related areas.
- B. Support unique initiatives for the enhancement of academic excellence.

III. To develop and promote school, business and community partnerships.

- A. Provide a vehicle for individuals and organizations to contribute resources to enhance learning.
- B. Facilitate cooperative partnerships between the Foundation, school district, community organizations, businesses and industry.
- C. Promote educational unity, understanding and cooperation throughout the DVR districts and communities.
- D. Promote community and parent awareness about the Foundation and educational programs of the region.
- E. Seek available grants.

Next steps include refining the list of opportunities to consider, examining the specific details for filing, and determining the members of the Foundation's Board which will include designation of a business/industry representative. The question was raised as to whether the Board will need to include an elementary district representative, or is K-8 covered since Elmwood Park is a unit district? Review by Leyden's attorney will be needed, and reserve funds will have to be utilized for attorney fees. Ultimately approval will be needed from the Board of Education from each district.

PERKINS INDICATOR FULFILLMENT

The Perkins Indicators include transition to post-secondary and Programs of Study developed with the community college. Several Administrative Council members have commented on parent impressions that community colleges are not the best options for their children, despite overwhelming data on staggering college debt and poor completion rates at four-year universities. We have been asked to assist in building student and parent understanding of the benefits of community college options and have been working on two concepts as ways to work on this communication. For students, we are working with Triton College on developing a series of video clips that are student-to-student communication about the benefits of community college. The website, Mytonomy.com, is being used as a model for our approach. It is hoped that the videos will be available in March. For parents, we will work on one brief video which will include interview

responses from successful alumni regarding the benefits of having attended Triton College. It is hoped this video will be available in May. The videos will be made available to the DVR high schools to show at parent night, on channel one (internal) in the schools, in the cafeteria, etc. as they choose. A sample video from Mytonomy.com was shown. A suggestion was made to include a video with parents of Triton students talking about their student's success/experience at Triton.

FY12 CTEI PAYMENT STATUS

The CTEI Grant has had delayed payments for the last two years, but ultimately ISBE does send all the money to the regions. In FY12, ISBE has been vouchering DVR's payments according to our approved payment schedule, but the Comptroller's office has been delaying in releasing the funds. In December the Comptroller released \$365,618 to DVR for the FY12 CTEI grant. As of January 4th ISBE has vouchered an additional \$75,310.

TECHNICAL ASSISTANCE VISIT

Every five years ISBE visits EFE regions for a Technical Assistance Visit. Due to the Federal audit of ISBE last year, the Technical Assistance Visit will require looking at all credentials and work-related hours for every teacher in fundable courses at every school in the region. DVR's visit was scheduled for February 10, 2012. As of January 11th, ISBE moved the date to April 17th. This is only a one day visit. In preparation, Administrative Council members received information at the September and November meetings this year and have been notified to verify that the HR Department has on file the teacher certification and work hours that apply to any course on the teacher's FTE/master schedule assignment; verify that records include 2,000 work hours documentation, in one department, with 250 in any assigned CIP (teachers have 4 years from the point of a new assignment to accrue and submit work hours documentation on a new CIP); verify that the current Teacher Service Records are filed accurately by HR for FY12; and verify that the properties list is on file and up-to-date. A sample work-related hours documentation template and a properties list template are available on the DVR web site in the Member's Only page.

STEM SUMMIT

DVR is working with the planning committee for the February 3, 2012 STEM Summit to be held at Oak Park & River Forest High School. In the most recent planning meeting on January 10th, the committee stated the target audience for the Summit is administrators as opposed to teachers, as the content prepares attendees regarding issues of planning and outcomes for these programs, not teaching methods. They are encouraging us to ask Superintendents, Department Chairs and Business Office Managers to attend as a team. Registration and conference information is available at: <http://stemsummit2012.org/>. About 200 attendees are anticipated, and 140 have registered as of today.

INSURANCE COVERAGE

Per the recommendation from DVR's insurance agent, individual districts list the Des Plaines Valley Region on their insurance policies to cover liability for DVR sponsored functions in which we are transporting district staff and students. We are requesting for FY12 that each district again list the Des Plaines Valley Region on their insurance policy, to cover liability for the Career Camps and the Teacher Workplace Experience. Leyden has submitted to DVR a Certificate of Liability Coverage.

CTE TEACHER PROFESSIONAL DEVELOPMENT

Dr. Heather Sass will conduct a Level One workshop on February 2-3, 2012 for 12 CTE teachers. The following persons will participate: Leyden – the Eric McFadden, Greg Lindemann, Nichole Sweeney; Oak Park & River Forest – Sarah Roodhouse, Lynn Reising; Proviso – Margaret Campbell, Cherian Thottupuram, Patty Hiedel; Ridgewood – Steve Silca, Julia Wicklund; Riverside-Brookfield: Bruce Specht, Gary Prokes. Participants were sent e-mail reminders on December 16th and January 6th. Additional reminders will be sent prior to February 2nd. The Administrative Council member for each district will be responsible for submitting an invoice to the DVR office for substitute costs. Districts will be reimbursed for substitutes out of the regional budget, not the local budget, up to a maximum \$240 per sub for both days combined. Per the Board's direction, the DVR office will contact district principals about ensuring that arrangements for substitutes are made. Dr. Robbins stated that Leyden principals do not need to be contacted. Dr. Collins-Hart stated that Mr. Ed Moyer should be contacted regarding substitutes. At the beginning of the day on February 2nd, the Administrative Council will be present as well as others who have participated in previous Level One training with Dr. Sass. They will present information on how they are using the training and materials they received.

EVALUATION OF CURRENT DUAL CREDIT PARTICIPATION

Over the last year, we have added Dual Credit opportunities in high schools for DVR students and have added Criminal Justice classes on the Triton campus for Dual Credit. The Board received a chart with information on student enrollments. Participation is lower this year than last year. Possible reasons may be lack of interest by students in available choices, budget restrictions, school requirements for more reading and math courses, and others. In order to facilitate improving opportunities for our students, Dr. Cothran will present this information at the Administrative Council meeting in February. At Dr. Granados' request, Dr. Cothran will seek information from other Cook County EFEs on their dual credit participation. Dr. Granados added that Triton's research department will pull the historical trends of dual credit enrollment by course by school.

DUAL CREDIT ON THE WEBSITE

The DVR website was displayed for the Board. Included is a page that addresses promoting dual credit. When launched last year the website included links by program to the Triton College Dual Credit information. Triton is in the process of updating their website. In the process, our links became inactive and we removed them. We have now posted PDF files by program area that provide information on dual credit by program, and cite the Triton links Degree and Certificate programs. The PDF files can be updated as needed. Dr. Granados stated that the links are again live on Triton's website. A question was raised as to whether any of the dual credit courses are available as on-line courses. A suggestion was made to produce a video of students from the region schools who are participating in dual credit.

BOARD OF CONTROL MAY 2012 MEETING DATE

The School/College Partnership and Board of Control are scheduled to meet on May 9, 2012. The IASA West Cook region meeting originally scheduled for May 2nd has been changed to May 9th. This creates a conflict for all six DVR superintendents. The Board agreed to change the May 9th Board of Control and School/College Partnership meeting to Friday, May 11th.

CAREER CAMP FLYERS

To revise Career Camp literature, DVR has been working with Triton and with student focus groups to get feedback on making the brochures more student friendly. The Board received current

brochures. Dates have been modified to assure all schools can participate. A social networking camp has been added. Students indicated registration should begin following spring break.

CLOSED SESSION

At 10:10 a.m., Dr. Isoye moved, Dr. Lupo seconded the motion to move to closed session for the purpose of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of DVR or legal counsel for DVR including hearing testimony on a complaint lodged against an employee or against legal counsel for DVR to determine its validity. 5ILCS 120/2c(1), as amended by PA.93-57. All ayes, motion carried.

OPEN SESSION AND ADJOURNMENT

At 10:22 a.m. the Board returned to open session. Dr. Lupo moved, Dr. Anderson seconded the motion to adjourn the meeting at 10:23 a.m. All ayes; motion carried.