

DES PLAINES VALLEY REGION  
BOARD OF CONTROL  
NOVEMBER 10, 2011

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:08 a.m. on Thursday, November 10, 2011 in the Triton College Boardroom. Voting members present: Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Robert Lupo (Ridgewood Dist. 234), Mr. Ed Moyer (representing Secretary Dr. Nettie Collins-Hart, Proviso District 209), Dr. Angela Latham (representing Dr. Patricia Granados, Triton College). Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208) and Dr. Tina Halliman (representing Dr. Steven Isoye, Oak Park & River Forest Dist. 200) arrived during the meeting. Also present: Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Anderson seconded the motion to approve minutes of the September 28, 2011 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL MINUTES

The Board received the September 8, 2011 Administrative Council meeting minutes.

CLOSED SESSION RECORDINGS

Closed sessions were held on February 3, 2010 and April 21, 2010. The closed sessions were tape recorded. The Guide to the Illinois Open Meetings Act, 5 ILCS 120, states: "...subsection 2.06(c) provides that the verbatim record may be destroyed after 18 months without the necessity of approval from a records commission, but only after: (1) the public body approves destruction of a particular recording; and (2) the public body approves minutes of the closed meeting that meet the written minutes requirements applicable to open meetings. 5 ILCS 120/2.06(c)." Dr. Lupo moved, Dr. Latham seconded the motion to destroy the verbatim recordings of the February 3, 2010 and April 21, 2010 closed sessions. 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 in the amount of \$24,238.27 on 9/28/11 and payments in the amount of \$44,579.83 on 10/26/11 for a grand total of \$48,731.95. Dr. Anderson moved, Dr. Lupo seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Lupo – aye  
Dr. Anderson – aye  
Mr. Moyer – aye  
Dr. Latham – aye  
Dr. Robbins – aye

## RATIFICATION OF PAYMENTS

At the September 28, 2011 meeting the Board authorized DVR to process payment for bills that would need to be paid before the November meeting. DVR processed payment to the DVR credit card in the amount of \$315.08. Dr. Latham moved, Dr. Lupo seconded the motion to ratify payment to the DVR credit card. Roll call vote.

Dr. Lupo – aye  
Dr. Anderson – aye  
Mr. Moyer – aye  
Dr. Latham – aye  
Dr. Robbins – aye

## BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$4,481.14. Dr. Lupo moved, Mr. Moyer seconded the motion to approve payment of the current bills list. Roll call vote.

Dr. Lupo – aye  
Dr. Anderson – aye  
Mr. Moyer – aye  
Dr. Latham – aye  
Dr. Robbins – aye

## FIRST QUARTER SALARY & BENEFITS PAYMENT – LOCAL BUDGET

DVR reimburses Leyden High School District 212 quarterly for DVR salaries and benefits in the Local Budget. The Board received a listing of the FY12 first quarter Local Budget salaries and benefits amounts. Mr. Moyer moved, Dr. Lupo seconded the motion to approve Leyden to remove \$27,484.47 from the DVR bank account for first quarter Local Budget salaries benefits. Roll call vote.

Dr. Lupo – aye  
Dr. Anderson – aye  
Mr. Moyer – aye  
Dr. Latham – aye  
Dr. Robbins – aye

## FIRST QUARTER SALARY PAYMENT FROM ADMINISTRATIVE GRANT LINE

DVR reimburses Leyden High School District 212 quarterly for the Director's salary in the CTEI grant. Last year, due to late disbursement of grant funds from ISBE, DVR used reserve funds which were restored upon receiving grant funds. DVR has not yet received any CTEI money, therefore reserve funds need to be used to make this payment. Dr. Latham moved, Dr. Skinkis seconded the motion to approve Leyden to remove \$20,443.76 from the DVR bank account to pay grant funded salary, to be restored to reserve upon receipt of grant funds. Roll call vote.

Dr. Lupo – aye  
Dr. Anderson – aye  
Dr. Skinkis – aye  
Mr. Moyer – aye  
Dr. Latham – aye  
Dr. Robbins – aye

## EXPENSE AND REVENUE REPORT

The Board received the current DVR expense and revenue report.

## 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 the November System Directors Leadership Council meeting, Dr. Cothran was informed that it is anticipated that regions will begin receiving FY12 CTEI funds in December.

## FY11 AUDIT

The Board was notified that Baker Tilly had given DVR a quote for FY11 that was lower than their quotes had been in past years, and included a single audit in the total price of \$10,500. Kay Nees was the supervisor who submitted the proposal and finalized the agreement with DVR. The audit was underway, and a few weeks ago DVR was informed that Ms. Nees had left Baker Tilly and a new supervisor was assigned to the account. Since then DVR has found through conversations with Baker Tilly that their low proposal price assumed they could use the format in their accounting/audit software of DVR's prior budget lines, in spite of the fact that fiscal agents had changed and created new budget lines for the Leyden Business Office system. Although Matt, the auditor, already commented that DVR would have no findings, Baker Tilly informed DVR that they are unable to complete the FY11 audit for the agreed upon contract amount, due to the number of additional person hours they feel are needed to make accommodations in their software for the changes in our account lines and reloading information. Baker Tilly has submitted a Request for Change to add charges of \$4,800 to the original agreement of \$10,500. They have halted work on the DVR audit until this can be resolved. Due to timing and the due date to complete the audit, there is not time to wait and negotiate. Dr. Robbins stated that she spoke with Leyden Business Manager and DVR Township Treasurer Mr. Thomas Janeteas regarding this issue, and from their perspective the Board should approve the \$4,800 Change Order. For the FY12 audit, DVR will request a quote from Leyden's current audit firm. Board members indicated that it is logical for DVR's audit to be done by the same company as Leyden. Additional information provided to the Board by Dr. Cothran included the history of DVR's audit quotes for the past four years as follows: FY 08 Audit – Virchow Krause (Baker Tilly) \$12,000 (no single audit); FY09 Audit – Virchow Krause (Baker Tilly) \$12,000 (no single audit); FY10 Audit – Baker Tilly \$10,500 (no single audit) and Miller Cooper \$10,500 (later added \$4,000 for additional single audit); FY11 Audit – Wipfli \$15,900 including single audit and Baker Tilly \$10,500 including single audit.

Dr. Lupo moved, Dr. Skinkis seconded the motion to approve the Change Order, to be paid from reserves, and to obtain new quotes for the FY12 audit from additional firms. Roll call vote.

Dr. Lupo – aye

Dr. Anderson – aye

Dr. Skinkis – aye

Mr. Moyer – aye

Dr. Latham – aye

Dr. Robbins – aye

## FY12 TECHNICAL ASSISTANCE VISIT

Every five years ISBE visits the Education for Employment (EFE) systems for a Technical Assistance Visit. This is a one-day visit, and DVR is scheduled for February 10, 2012. In past years the visits included spot checking for teacher credentials, including work-related hours. Due to the Federal audit of ISBE last year, the Technical Assistance Visits now require looking at all credentials for every teacher in fundable courses at every school in the region. Dr. Cothran notified the Administrative Council members to prepare for the visit, and this topic was an item of discussion at the November 3<sup>rd</sup> Administrative Council meeting.

**SECOND READING: BOARD POLICY CHANGE OF ADMINISTRATIVE COUNCIL DUTIES**  
Board Policy #2100 defines Administrative Council Duties. Proposed updates to the policy were presented for first reading at the September 28<sup>th</sup> meeting. The revised policy was presented for second reading. Dr. Anderson moved, Dr. Latham seconded the motion to approve second reading of Board Policy #2100. All ayes; motion carried.

#### **DVR POLICY: STUDENT TRANSPORTATION**

The DVR Intergovernmental Agreement states that DVR shall have a written policy regarding student transportation. Dr. Cothran stated that the DVR Policies and Procedures Manual does not currently include a transportation policy. Common practice in the region has been appropriate for this issue and therefore is stated in policy form to comply with the Intergovernmental Agreement requirement for a written policy. The Board was presented with first reading of Policy #5300 for transportation of students to shared program sites. Dr. Lupo noted that there are occasions when DVR provides transportation, such as career camps, and therefore that needs to be incorporated into the policy. Dr. Cothran will make the appropriate modification and present the revision at the December meeting for the second reading.

#### **ELEMENTARY MEETING UPDATE**

Last year Dr. Cothran began inviting the DVR elementary feeder schools to meetings to discuss their grant funds in relation to programs at their schools that can help prepare students for high school. The first meeting for FY12 was held in October. Ten elementary districts participated. Guest speaker Sarah Song brought samples of kits and materials available for Ag in the Classroom. This can help start a pipeline that can lead to possible environmental science programs in our high schools and go on Triton's new NSF funded program of Sustainable Ag. In addition to the guest presentation, the meeting again included discussion about the possibility of a regional STEMfest for middle school students. Currently some concerns raised include how the elementary schools can continue an in-school career day if the money is channeled elsewhere, and how transportation for their career events will be funded. Dr. Anderson requested that in future reporting on elementary meetings, Dr. Cothran include the list of districts represented. The guest speaker for the January meeting will be Brenda Pacey from Project Lead the Way. She will present the Gateway to Technology Program that is available for middle schools.

#### **CTE TEACHER 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. All of Elmwood Park's CTE teachers have done either Level One or Level Two training with Dr. Sass, therefore their two seats for the February 2012 Level One workshop are being given to other districts. The Board agreed to give one extra seat to Leyden and one to Proviso.

#### **OCTOBER 2011 SCHOOL/COLLEGE PARTNERSHIP WORKSHOP EVALUATIONS AND DEBRIEFING**

The workshop was held October 5, 2011. The Board received a summary of evaluations submitted by participants. Dr. Cothran reported that the Administrative Council discussed the crowded facility situation that resulted from the higher number of persons at this year's workshop. Overall the Council agreed that the content was good as was the collaboration between high school and college faculty. The ACT representative had been prepped and had attended an Administrative Council meeting in advance. The Council's evaluation discussion indicated that the presentation was tedious and technical. Comments from Board members were that participants were given ACT

information rather than content. Although AC members had requested going question-by-question on the Compass, it was tedious. The topic was good but the presenter was lacking. Participants liked the time provided for collaboration among district personnel. Dr. Latham stated that Triton is following up with college faculty connecting with high school faculty.

#### OCTOBER 2012 SCHOOL/COLLEGE PARTNERSHIP WORKSHOP TOPIC

The Administrative Council members agree each year to the following year's School/College Partnership Workshop topic. At the November 3<sup>rd</sup> Administrative Council meeting, the high schools and college agreed to building on the prior years' topics of Formative Assessments (FY10) and Improving Transition to Post-secondary Without Remediation (FY11) by addressing Common Core Standards which apply to both high school and college levels. Dr. Cothran will take possible presenter options to the Council at their next meeting. The Council agreed to again have a large group which will be better served in a facility that will allow for breakout rooms. Dr. Cothran will explore possible sites. Dr. Lupo moved, Dr. Skinkis seconded the motion to approve Common Core for the October 2012 workshop focus. All ayes; motion carried.

#### TEACHER CREDENTIAL SURVEY

There are efforts at the national and state levels to create more opportunities for students to begin earning industry credentials. In order to begin creating a strategy at the local level we need to know what current industry credentials are held by our teachers, and whether or not they are also certified to confer credentials. After reviewing the variety of industry credentials available through the Career Cluster areas, Dr. Cothran is creating a survey to send to teachers to determine the region's current standing on teacher credentials. She has vetted the list with other EFE Directors to determine if additional credential areas should be included. The question was raised as to the delivery method. Could the survey be done in department meetings? Could we work through the Administrative Council members to obtain the information? The information probably would not be found in personnel files. The Board suggested that Dr. Cothran should ask AC members to just ask teachers in department meetings and submit responses to DVR.

#### CAREER CAMPS FY12

In a prior meeting the Board approved adjusting the way career camps are offered to create some extended experiences as follows. One day camps: Heart Saver, Building Contractor, Fire Safety, Auto for Women (non-trad), 3D Design. Repeat as in June 2011: Forensics. Extended Experience: Sustainable Ag (2 week camp), Culinary (2 week camp). Triton is reconfiguring FY12 Career Camp list for two reasons: NSF stated that the Sustainable Ag Camp should be one week (NSF grant funded), and the open time period for Triton facilities would prevent students from Ridgewood High School from participating in a two week camp (i.e. Culinary). Dr. Cothran met with the Student Services Committee and reviewed the camp list with them. They came up with some creative name changes which she forwarded to Dean Baldin. They also agreed to arrange access for her to hold a few small focus groups with students across our schools to get the students' input and their reactions to the current topics, titles, and brochures, and whether they would like to have a camp experience that is not on our current list. The Student Services Committee indicated that they support the idea of a social networking career camp.

#### FY12 CAREER CAMP COORDINATOR

The Board agreed to continue in FY12 with the personnel who had been coordinators in FY11, if those people wanted to continue. At the September 28<sup>th</sup> meeting the Board was informed that FY11 Career Camp Coordinator Allison Goodman had declined the position. Per the Board's recommendation at the meeting on the 28<sup>th</sup>, the Career Camp Coordinator job description was forwarded to the Superintendents for posting in-house. The description identified the deadline to submit applications as October 21<sup>st</sup>. On October 17<sup>th</sup> the job description was forwarded to Administrative Council members and Program Committee Chairpersons. At this time no

applications have been received. Board members stated that the position had been posted within their schools. Dr. Robbins stated that staff members at her district believe the coordinator should be a Triton staff member. Dr. Cothran clarified the fact that Triton's Dean Baldin schedules the rooms used for the career camps and therefore the coordinator does not have that responsibility. Board members suggested that Triton post the position as well as the high schools. The application due date will be changed to a date after winter break, Dr. Cothran will update the job description as necessary in order to accurately describe the coordinator's duties, and the revised document will be e-mailed to the Superintendents.

#### BUSINESS AND INDUSTRY PARTNERSHIPS

Dr. Cothran has been working on a regional basis to develop Business & Industry partnerships on behalf of the DVR member districts. Previous discussion took place about the Society of Hispanic Engineers interest in working with Leyden. The Society of Hispanic Engineers Exelon Chapter has agreed to sponsor a Jr. Chapter of SHPE at Leyden. The Society of Polish American Engineers has agreed to collaborate with Ridgewood High School. These relationships take time to develop to the point of agreement, and then more time to work out logistical details. In each case the professional association executive boards met to consider the issue of commitment to a school district. Both the SHPE and Society of Polish American Engineers boards approved the next step, and we are at the stage of working out planning meetings to specify how the relationships will be defined.

#### FY12 BOARD OF CONTROL MEMBER CONTACT INFORMATION

The Board received updated contact information for each member. Dr. Skinkis requested that the information be e-mailed to each Board member.

#### ADJOURNMENT

Dr. Lupo moved, Mr. Moyer seconded the motion to adjourn the meeting at 9:00 a.m. All ayes; motion carried.