



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

DES PLAINES VALLEY REGION
BOARD OF CONTROL
FEBRUARY 8, 2012

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:05 a.m. on Wednesday, February 8, 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). Also present: Mr. Doug Olson (Triton College), Ms. Denise Yaneck (DVR). Dr. Anne Cothran (DVR) was present via telephone conference.

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Isoye seconded the motion to approve minutes of the January 18, 2012 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL MINUTES

The Board received the December 1, 2011 Administrative Council meeting minutes.

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 \$42,108.21 on January 19, 2012. Dr. Anderson moved, Dr. Collins-Hart 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

Dr. Robbins – aye

BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$2,035.62. Dr. Collins-Hart moved, Dr. Lupo 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

Dr. Robbins – aye

AUTHORIZATION OF PAYMENT OF BILLS BEFORE MARCH 2012 MEETING

Each year the Board has authorized DVR to pay bills that come due during months that the Board does not meet. Although the Board has a meeting on March 21st, due to the February meeting being early in the month (creating a six-week gap), we anticipate there may be bills due later in the month of February. Dr. Anderson moved, Dr. Isoye seconded the motion to approve the DVR office to pay bills during February 2012 with ratification of payment in the March 2012 meeting.

EXPENSE AND REVENUE REPORT

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

FY12 DVR AUDIT PROPOSALS

DVR contracts annually with an auditing firm to conduct the required audit. Proposals for the FY12 audit (including a single audit) have been received from Legacy Professionals and Baker Tilly. Legacy does the audit for another EFE region in Cook County, and their proposed fee is \$10,000. Baker Tilly conducted the FY11 audit for DVR. Their proposed fee is \$10,500 which is the same as their fee in FY11. Dr. Robbins stated that she knows and contacted other clients of Legacy, and their audit reports were also completed late. She recommended contacting with Baker Tilly for one more and seeking assurance from them that the FY12 audit would be completed in compliance with the state's deadline. Dr. Lupo moved, Dr. Granados seconded the motion to contract with Baker Tilly for the FY12 DVR audit. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Dr. Robbins – aye

ELEMENTARY SCHOOL MEETING

Meetings for elementary school districts are being held twice each year. The latest meeting was on January 26th, and the following districts were represented: 79 – Pennoyer, 81 – Schiller Park, 83 – Mannheim, 84 – Franklin Park, 84.5 – Rhodes, 85.5 – River Grove, 86 – Union Ridge, 88 – Bellwood, 89 – Maywood, 90 – River Forest, 92 – Lindop, 92.5 – Westchester, 95 – Brookfield, 96 – Riverside, 401 – Elmwood Park. Brenda Pacey, Illinois Project Lead the Way Affiliate Director, presented on Gateway to Technology for middle schools.

At the meeting, those present filled out a survey that included questions about their interest in a STEMfest event, STEM summer camps, and STEM programs. With regard to STEMfest, there are still districts that are unwilling to pool their funds that they receive from the Elementary Career Development portion of the CTEI grant. However, they indicated interest in regional activities if another funding source were available.

501C3

We are moving our way through the process related to creating the DVR Education Foundation. In the last Board meeting we had agreement to move on to the next step, which includes considering possible Board members from Business & Industry.

Dr. Cothran is following steps outlined in several sources for creating a 501C3, including:

A Guide For Organizing Not-for-Profit Corporations, Illinois Secretary of State

Illinois Legal Aid / Creating a Non-Profit Organization

American Schools Foundation Alliance

Although each organization has slightly different advice, the steps are as follows.

Establish name, physical (street) address and contact information

Literature

Vision/Mission

Bylaws

Board Members

Ask for pro-bono legal advice

Develop initial budget

Do a preliminary name check n/c (DVR Education Foundation is available)

Reserve name for 90 days (IL NFP 104.10) \$25.00

File application for incorporation (IL NFP 102.10) \$50.00 plus \$25.00 if expedited

File for FEIN (SS-4)

File for tax exempt status, 501C3 (IRS Form 1023) \$400.00

Register with Illinois Attorney General's Charitable Trust Bureau. \$15.00

Receive Charitable Organization number (renew annually, \$15.00)

File Charitable Organization Registration Statement IL Form CO -1. no fee

File Charitable Organization Financial Information Form IL Form CO-2. no fee

File IL AG990 (annually, no more than 6 mo after close of fiscal yr) \$15.00

File Federal Form 990 (annually)

Develop process to monitor and assess

Obtain liability coverage for Directors and officers . est. from AFSA \$1,000/yr (including 5% member discount) if contributions received are under \$100,000 /yr, plus the AFSA membership fee of \$75/yr if revenue is under \$100,000 and \$150/yr if revenue is over \$100,000.

This means the cost to file would come to approximately \$580 plus \$1,000 liability insurance fee, plus \$115 website domain and server that must be separate from the regular DVR website which is supported with Perkins funds (total \$1,695 which would be paid from DVR reserves).

Although the recommendation is literature as the first step, Dr. Cothran delayed working on literature until we had an idea of the vision/mission/bylaws, and agreement in principal for the Board to move along in the process. Prior to soliciting a Board member from Business & Industry we need to have some literature compiled that present the Education Foundation. To that end Dr. Cothran has begun designing a website for the Education Foundation.

The annual report (AG990) is due before the first day of the corporation's anniversary month each year (the month the corporation was formed). Failure to file may result in involuntary dissolution. Dr. Cothran has asked a CPA for a pro bono consultation regarding the annual report requirements.

The Board agreed that Dr. Cothran should contact Michael Bond from the Illinois Science and Technology Coalition. The Board also agreed that we should have more than one business & industry representative and that Dr. Cothran should proceed with identifying a second potential representative for the Foundation's Board.

During the meeting, an initial draft of the website was shown to the Board. Our Foundation will seek larger sums of funding rather than many smaller donations. The question was raised whether an elementary district should be on the Board. Dr. Lupo stated that he will begin conversations with John Kosirog at District 86. An electronic copy of the draft website was given to Dr. Lupo to take with him.

Dr. Lupo moved, Dr. Isoye seconded the motion to proceed with development of the DVR Education Foundation. All ayes; motion carried.

USE OF RESERVE FUNDS FOR DONORS FORUM CONSULTATION

Last spring the Board authorized use of reserve funds to join Donors Forum to investigate opportunities for grant writing on behalf of DVR schools. Dr. Cothran had an individual consultation, and among other items the consultant spoke at length about the importance of developing literature. Other sources on setting up a 501C3 also indicate this should be done in the planning stages as part of soliciting Board members and developing a cohesive message regarding the Foundation. As we are moving through the process of developing a DVR Education Foundation 501C3, Dr. Cothran wants to arrange another consultation for feedback on the direction our literature is taking in this formation stage. This item is not budgeted. Last year's fee for a one-on-one consultation was \$275.00. Dr. Anderson moved, Dr. Collins-Hart seconded the motion to use reserve funds to cover this expense for Donors Forum consultation. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Dr. Robbins – aye

OCTOBER 2012 SCHOOL/COLLEGE PARTNERSHIP WORKSHOP PRESENTER

In the fall the Administrative Council recommended that the October 2012 School/Partnership Workshop be on implementing the Common Core. The Board approved this topic and Dr. Cothran requested proposals. Proposals were received from SREB (HSTW), Marzano, Daggett/National Center for Education, ASCD, Grant Wiggins, and Illinois Curriculum Revitalization. The Board received copies of each proposal. Dr. Cothran discussed the fact that each organization looks at Common Core through their own approach and has their own templates. Each district has their own curriculum and internal strategies, so it had to be considered as to how each organization would work for each district. The Administrative Council recommends ASCD since they seem the most flexible in the ability to use their methods, and they are not selling a product. Dr. Isoye moved, Dr. Lupo seconded the motion to approve ASCD as the October 2012 SCP Workshop presenter. Roll call vote.

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Dr. Robbins – aye

CAREER CAMP WEBSITE

Revisions have been made in the career camp literature to better appeal to students. Students also recommended putting the information onto Facebook, which the Board had also suggested in a fall meeting. Dr. Cothran has created a career camp website so students will be able to share the link on Facebook. The website was taken to a class for a trial run. Administrative Council members will be asked to have the students in one class in each building recommend the career camp website to their friends through Facebook. Since we have three related url addresses, we will keep the DVR website on dvr-efe.org and will post the career camp website on dvr-efe.net for no additional charge. The new website was shown to the Board. The site will be live prior to spring break. Registration will open after all schools are back from break. A question was raised regarding

students signing up who do not attend a DVR school. In the registration process the student must identify the school he/she attends. Private high school students in the DVR region may also participate.

COOK COUNTY DUAL CREDIT COMPARISON

In the last meeting, the Board requested gathering data on dual credit enrollments across the Cook County EFE Regions. Dr. Cothran provided the Board with data taken from a report created and published by ICCB. She attempted to get corroboration from the EFE offices regarding the accuracy of the information, but some are having delays getting the enrollment counts from their colleges. Dr. Cothran questions the accuracy because the numbers published for Triton do not appear to match our internal numbers.

The Administrative Council plans to increase participation by doing the following.

Look at courses with the lowest teacher requirements (Leyden)

Advanced Jr./Sr. classes (Leyden)

Bring testing to the high school campuses (OPRF, Riverside-Brookfield, Leyden)

Jr.-wide Compass test (OPRF)

Will submit for academic classes, English and Math (EP)

CTE and then non-AP (OPRF)

Pursue academic courses for dual credit (Ridgewood)

Testing available six days a week at Triton (Triton)

ICCB announced in February they will conduct audits to verify that their rules are being enforced, including high school adjuncts attending college training and department meetings, verification that class rosters at the high schools and college match, etc. This means high school dual credit teachers will have additional meetings at Triton (receiving hourly rate at Triton for attendance) for Saturday workshops and after-hour department meetings.

Administrative Council members discussed the challenge of high school teachers receiving 15 hours of graduate credit (to qualify as adjunct) without signing up for a Master's Program.

Dr. Cothran described how other regions have signed up students for dual credit by complete sections, and how they obtain permission forms.

The ICCB requirement is for all students in a section to be enrolled in dual credit. It has been proposed that schools have two section numbers within the same classroom, and the question is the manageability of schools to do this. The Administrative Council members had mixed reactions. Dr. Granados noted reduction in staff at ICCB, and therefore the time needed to count students during an audit may be unrealistic. She added that Triton is a strong advocate of dual credit and that her administration communicates concerns to ICCB.

ICCB also states that adjunct high school teachers must be observed in the classroom, and observation must be done by the college and not high school administration. Board members discussed this issue, including the fact that teacher contracts define who can be in the classroom to observe.

Regarding ICCB's requirement that high school teachers attend mandatory inservice meetings at Triton, Dr. Granados stated that there is nothing in writing that Triton requires this.

Another issue is that some courses we may want to offer for dual credit require the teacher to have 15 hours of graduate credit. These hours cannot be obtained without being in a graduate program. The question was raised regarding the ability to partner with Triton's four-year institution partners in allowing the teachers to take the required 15 hours and then drop from the program. Another question raised was whether teachers could take the 15 hours online.

Next steps:

Clarify the issue of Triton observation.

Triton to determine the best approach to the issue of observation.

High schools to determine any issues with observation.

Triton to send high schools the adjunct faculty member agreement.

High Schools to determine the feasibility of having 2 separate section numbers in the same classroom.

DUAL CREDIT – EMS121 FIRST RESPONDER

In 2008 “EMS121 – First Responder” was proposed for Dual Credit.

Excerpt from Administrative Council meeting minutes (November 6, 2008):

Mr. Justiz proposed that EMS121 be offered for dual credit. He presented information related to the course. EMS121 benefits students by preparing them for transition into EMS131. Students might be able to obtain a first responder license upon completion of the course. The course is ready to run in the spring, and students would then take EMS131 in the fall. Mr. Justiz is available to visit high schools to speak to students about this dual credit option. Mr. Binder moved, Dr. Brady seconded the motion that Mr. Justiz present the EMS121 dual credit option to the Board of Control on December 3, 2008. All ayes; motion carried.

Excerpt from Board of Control meeting minutes (December 3, 2008):

Mr. Justiz proposed that Triton course EMS 121, First Responder, be offered for dual credit. This is an introductory course through which students may qualify for a First Responder license upon completion. Although the course is ready to be offered in the spring of 2009, high school students' spring schedules are already in place. Students in work programs might be able to participate. At his presentation to the Administrative Council, Mr. Justiz had distributed written information to Council and the proposal was approved. No documents were distributed to the Board, therefore the proposal was not acted upon. The Board requested that written documents be provided for their review, and that the information be forwarded in advance rather than distributed during a meeting.

It has come to our attention that although students occasionally sign up for EMS121 as dual credit, it was not formally adopted. Following is the course description from the Triton College catalog.

EMS 121 First Responder:

Designed to provide the student with the core knowledge, skills and attitudes to function in a 'first responder' capacity, prior to the arrival of an ambulance. Students will learn airway management, control of bleeding, splinting, oxygen therapy, extrication and medical, environmental and other emergencies. Students who successfully complete the requirements of this course will become eligible for licensure as a first responder with the Illinois Department of Public Health EMS Division.

Dr. Anderson moved, Dr. Collins-Hart seconded the motion to formally approve EMS121 as a dual credit offering for DVR students. All ayes; motion carried.

OTHER

Dr. Lupo acknowledged and thanked Dr. Cothran for her part in planning the STEM Summit held last week. Dr. Isoye noted that participants enjoyed the event. Dr. Robbins requested being notified of next year's date as soon as possible. Next year's location will be Stevenson High School.

Dr. Granados announced that Angela Latham has left Triton and Doug Olson is now in the position of Vice President of Student Services and Academic Affairs.

ADJOURNMENT

Dr. Lupo moved, Dr. Isoye seconded the motion to adjourn the meeting at 9:20 a.m. All ayes; motion carried.