



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

DES PLAINES VALLEY REGION
BOARD OF CONTROL
AUGUST 22, 2013

MINUTES

Dr. Nettie Collins-Hart called the meeting of the Des Plaines Valley Region Board of Control to order at 9:00 a.m. on Thursday, August 22, 2013 in the Boardroom at Triton College. Voting members present: Chairperson Dr. Nettie Collins-Hart (Proviso Dist. 209), Vice Chairperson Dr. Kevin Anderson (Elmwood Park Dist. 401), Secretary Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Patricia Granados (Triton College), Dr. Robert Lupo (Ridgewood Dist. 234), Dr. Nick Polyak (Leyden Dist. 212). Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208) arrived at 9:10. Also present: Dr. Anne Cothran (DVR), Dr. Doug Olson (Triton College), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Anderson moved, Dr. Lupo seconded the motion to approve minutes of the June 19, 2013 meeting. All ayes; motion carried.

RATIFICATION OF FOURTH QUARTER SALARY AND BENEFITS REIMBURSEMENT

DVR has been reimbursing Leyden District 212 for DVR staff salaries and benefits on a quarterly basis. At the June 19, 2013 meeting the Board approved DVR to issue authorization to Leyden to withdraw funds from DVR's bank account for FY13 fourth quarter salary and benefits, to be ratified at the August 2013 meeting. The FY13 fourth quarter salary and benefits reimbursement was calculated after the final pay period in June. The Board received detail on amounts paid per budget line. Dr. Lupo moved, Dr. Anderson seconded the motion to ratify FY13 fourth quarter salary and benefits reimbursement to Leyden. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Granados – aye

Dr. Lupo – aye

Dr. Polyak – aye

Dr. Collins-Hart – aye

RATIFICATION OF FY13 SUMMER BILLS PAYMENTS

At the June 19, 2013 meeting the Board authorized DVR to process payment of bills during the summer, with ratification of those bills at the August 2013 meeting. DVR processed bills for FY13 payments totaling \$161,633.61. Dr. Anderson moved, Dr. Granados seconded the motion to ratify summer bills payments. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Granados – aye

Dr. Lupo – aye

Dr. Polyak – aye

Dr. Collins-Hart – aye

PERMISSION TO PAY FY13 CTEI CLAIMS AT END OF AUGUST

We are closing the FY13 final payouts and need to pay final claims in August. Due to the timing of their local district board dates, Districts 85.5, 88, and 209 will be submitting final claims at the end of August. Dr. Lupo moved, Dr. Isoye seconded the motion to pay final claims in August and ratify those payments in the September Board meeting. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Granados – aye

Dr. Lupo – aye

Dr. Polyak – aye

Dr. Collins-Hart – aye

FY13 EXPENSE/REVENUE REPORT

The Board received the final FY13 expense/revenue report for DVR.

CAREER CAMPS

We offered four summer career camps in June 2013. The Board received attendance totals and the evaluation summary.

TEACHER WORKPLACE EXPERIENCE

In June 2013 DVR CTE teachers had a 1½ day experience to visit business & industry sites in order to gain deeper understanding of the needs of business & industry. The program was coordinated by Karen Bear. The following participated: Charles Alvarado and Frank Holthouse (Leyden); Marcia Bernas, Jim Melich, Toni Memmel and Neil Posmer (Elmwood Park); Doug Belpedio and Pete Hostrawser (OPRF); Shaurae Winfield (Proviso); Patti Farlee and Kathy Peterson (RB). The Board received the evaluation summary. Lesson plans created by the participants are posted on the DVR website.

LAUNCH OF DVR PROGRAMS OF STUDY WEBSITE

The DVR Programs of Study website was launched June 28, 2013. Dr. Cothran sent a newsletter to high school and college personnel announcing the website. She has been meeting with building principals to give a brief demo and request appointments to present to counselors in their department meetings. Dr. Granados requested that Dr. Cothran present the website to Triton counselors as well. As predicted in our June Board meeting, content corrections to schedules are ongoing and will be the FY14 priority. The website was displayed for the Board. Dr. Cothran reported that the Director of the Illinois Curriculum Revitalization Project contacted her, stating that she intends to report to ISBE that our site should serve as the model for Illinois.

RATIFICATION OF FY14 SUMMER BILLS PAYMENTS

At the June 19, 2013 meeting the Board authorized DVR to process payment of bills during the summer, with ratification of those bills at the August 2013 meeting. DVR processed bills for FY14 payments totaling \$8,440.64. Dr. Anderson moved, Dr. Skinkis seconded the motion to ratify FY14 payments. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Granados – aye

Dr. Lupo – aye

Dr. Polyak – aye

Dr. Skinkis – aye

Dr. Collins-Hart – aye

DESIGNATED BOARD SUBSTITUTES FOR FY14

The DVR Intergovernmental Agreement states, “In July of each school year, each member District Superintendent shall appoint one individual to represent the District at scheduled DVR/Partnership Board meetings, when an emergency precludes the Superintendent from attending the scheduled meeting. Only one delegated representative will be allowed to make up the quorum/vote at any one meeting. A Superintendent planning to send a delegate to a DVR/Partnership Board meeting will notify the other members of the Board prior to the meeting.” Only the designated substitute can vote. The following are named as designated substitutes for FY14:

Paula Hlavacek (Elmwood Park), Mikkel Storaasli (Leyden), Phil Prale (OPRF), Kim Echols (Proviso), Jennifer Kelsall (Ridgewood), Pam Bylsma (RB), Doug Olson (Triton).

GRANT APPROVAL STATUS

Perkins FY14 grant submissions were delayed from April to May due to Federal sequestration. There was also a delay at ISBE in reading and approving grants. DVR Administrative Council members were very responsive on questions posed by ISBE, and we turned around our responses quickly. DVR’s FY14 grants for both CTEI and Perkins are approved.

APPROVAL TO PROCESS PERKINS PAYMENTS

The Board has been annually authorizing the DVR office to pay Perkins reimbursements as invoices are received, with payments being ratified in the next Board meeting, based on ISBE’s timetable for filing reports and making payouts. Dr. Cothran requested that the Board approve DVR to process reimbursement of Perkins funds immediately upon receipt, to be ratified at the following Board meeting, as long as ISBE continues this method for filing and payments. Dr. Lupo moved, Dr. Polyak seconded the motion to approve DVR to process Perkins reimbursement claims to districts immediately upon receipt, with ratification of Perkins payments at the following month’s Board meeting until and unless ISBE alters their filing requirements. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Granados – aye

Dr. Lupo – aye

Dr. Polyak – aye

Dr. Skinkis – aye

Dr. Collins-Hart – aye

FY14 EXPENSE/REVENUE REPORT

The Board received the current FY14 expense/revenue report for DVR.

DUAL CREDIT APPROVAL: PRINCIPLES OF EFFECTIVE SPEAKING

We have been mapping out which dual credit courses apply to which Programs of Study. The following was recommended for dual credit:

Principles of Effective Speaking SPE 101 (IAI: C2 900)

3 Credit Hours

The course covers basic principles of communication as they relate to conversation, discussion and public speaking.

This course will apply to 33 different degrees and certificates at Triton College.

Dr. Isoye moved, Dr. Granados seconded the motion to approve SPE 101 – Principles of Effective Speaking, for dual credit. All ayes; motion carried.

CAREER CAMPS AND COORDINATOR POSITION

DVR created a Career Camp Coordinator position when the number of summer career camps was close to a dozen and required oversight on logistics. Although we are continuing with the original two camps, Health Careers and Food Sanitation, Triton College has declined to continue with other camps which were paid for through either DVR transit funds or the Triton College Perkins funds. When there were originally the two camps, Food Sanitation was held at Leyden where it was created, and Health was offsite as students travel to different venues. Those camps were moved to Triton along with newly created career camps in order to get students accustomed to the idea of being on the Triton Campus.

Since we are back to the original two camps, decisions are needed regarding use of RevTrak for registration, the position of Career Camp Coordinator, and paying for student food during the camps.

Dr. Cothran recommends the following:

1. Continue with RevTrak, as it has streamlined the process of approval forms and student registration.
2. Since the current situation does not require a Camp Coordinator to manage logistics, amend the regional budget to move the money from the Camp Coordinator position (\$1872) to POS website.

Dr. Cothran outlined use of the funds that would be moved from Camp Coordinator to POS website as follows:

1. Move all DVR websites from BlueHost server (\$149.85 annual fee) to Awesome Dynamic server (\$291.20 annual fee) which results in an additional charge of \$141.35 annually. This would move our sites to a more reliable host server.
2. Cost for Awesome Dynamic to transfer all sites to their server \$360.00.
3. Annual installation of POS site security updates \$1,080.00.

Student food would need to be covered from local funds, which have not been budgeted, so we would need to use contingency funds. The estimate is \$490.00.

Dr. Skinkis moved, Dr. Anderson seconded the motion that we continue with RevTrak for camp registration, use schools of origin for camp locations, amend camp coordinator budget to use the funds for websites per above, and use contingency funds for student food. Roll call vote.

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Granados – aye

Dr. Lupo – aye

Dr. Polyak – aye

Dr. Skinkis – aye

Dr. Collins-Hart – aye

FY14 JOINT AGREEMENT BUDGET

FY14 School District Budget Forms must be adopted by September 30th. Per ISBE, revenue received after June 30th and expenditures after June 30th need to be reported in the FY14 Joint Agreement Budget (JAB). In addition, some revenue received before June 30th could not be paid out until after June 30th because we were waiting for district reimbursement claims. In this case the revenue is not reflected in the FY14 JAB, but the expenditures are. These items together artificially inflate the FY14 JAB expenses in relation to the revenue, although the actual budget is even. DVR placed the newspaper legal notice announcing the posted budget. The notice ran on July 18, 2013. The Board was presented with the JAB for adoption. Dr. Lupo moved, Dr. Isoye seconded the motion to adopt the DVR FY14 Joint Agreement Budget. Roll call vote.

Dr. Anderson – aye
Dr. Isoye – aye
Dr. Granados – aye
Dr. Lupo – aye
Dr. Polyak – aye
Dr. Skinkis – aye
Dr. Collins-Hart – aye

FY14 CONTRACTS

Program Chairpersons

Each year the Program Chairpersons are approved for the responsibilities of the current fiscal year. The Board was presented with contracts for the following: Karen Bear (Business Education), Valarie Berger (Family & Consumer Science), Frank Holthouse (Industrial Technology), and Sarah VenHorst (Student Services). Dr. Anderson moved, Dr. Isoye seconded the motion to approve the four persons as stated, as FY14 Program Committee Chairpersons. Roll call vote.

Dr. Anderson – aye
Dr. Isoye – aye
Dr. Granados – aye
Dr. Lupo – aye
Dr. Polyak – aye
Dr. Skinkis – aye
Dr. Collins-Hart – aye

Coordinators

The Board agreed to continue with the personnel who had been coordinators in FY13, if those people wanted to continue. The Board was presented with contracts for the following: Nichole Sweeney and Alicia Kadlitz (Food Sanitation Certification). Toni Memmel and Jennifer Maldonado (Health Careers), and Karen Bear (Teacher Workplace Experience). Dr. Skinkis moved, Dr. Granados seconded the motion to approve the five persons as stated, as FY14 Coordinators. Roll call vote.

Dr. Anderson – aye
Dr. Isoye – aye
Dr. Granados – aye
Dr. Lupo – aye
Dr. Polyak – aye
Dr. Skinkis – aye
Dr. Collins-Hart – aye

Media Production

We have worked for many years with TRV Enterprises to have media production in various forms that promote enrollment in career programs and CTE professional development. The Board was presented with the new contract which reflects the flexibility needed to allow for the varied nature of the work. Rather than specifying a total dollar amount, it lists the hourly rates. The total budget will not exceed the budget line approved by the Board. Per DVR Board President approval, we asked TRV Enterprises to begin work on items that could be addressed during the summer, with Board ratification reflected by approving this contract. Dr. Granados moved, Dr. Lupo seconded the motion to approve the FY14 TRV Enterprises contract. Roll call vote.

Dr. Anderson – aye
Dr. Isoye – aye
Dr. Granados – aye
Dr. Lupo – aye
Dr. Polyak – aye
Dr. Skinkis – aye
Dr. Collins-Hart – aye

CHICAGO BOOTH CTE RESEARCH PROJECT

Dr. Cothran discussed information she presented to the Board regarding her attendance at a presentation made to the Chicago Public Schools District Office regarding Labor Market Analysis by the University of Chicago Booth School of Business. The information focused on the “CTE Consulting Project: Where the Labor Market is Going and How Offerings Look in Relation to It.” Data was provided by the Chicago Workforce Partnership based on IDES but informed by additional sources with data projections to 2011.

FY14 MEETING SCHEDULE AND START TIMES

The Board had previously agreed to the FY14 meeting dates and start times but discussed possible changes to the schedule. One date change was made (September 11th is rescheduled for September 17th), and all start times were agreed to as 8:00 a.m. Dr. Anderson moved, Dr. Lupo seconded the motion to approve the following FY14 meeting dates, all with a start time of 8:00 a.m.: September 17, October 23, November 13, December 11, January 15, February 5, March 26, April 9, May 14, and June 11. All ayes; motion carried.

CLOSED SESSION

Dr. Isoye moved, Dr. Lupo seconded the motion to move into 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; and discussion of lawfully closed meeting minutes. Section 2.06 5 ILCS 5 ILCS 120/2(c)(21). All ayes; motion carried.

At 9:49 a.m. the Board returned to open session.

Dr. Polyak moved, Dr. Granados seconded the motion to approve the DVR Director’s FY14 goals. All ayes; motion carried.

Dr. Lupo moved, Dr. Anderson seconded the motion that the January 18, 2012 closed session minutes be made available. All ayes; motion carried.

Dr. Lupo moved, Dr. Granados seconded the motion that the verbatim recording of the January 18, 2012 closed session be destroyed. All ayes; motion carried.

ADJOURNMENT

Dr. Polyak moved, Dr. Granados seconded the motion to adjourn the meeting at 9:51 a.m. All ayes; motion carried.