

**BOARD OF CONTROL  
DES PLAINES VALLEY REGION  
WEDNESDAY, AUGUST 3, 2011 – 8:00 A.M.  
TRITON COLLEGE – BOARD ROOM**

**MINUTES**

**ITEM I – ROLL CALL**

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:14 a.m. on Wednesday, August 3, 2011 in the Boardroom at Triton College. Voting members present: Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Robert Lupo (Ridgewood Dist. 234). Voting member absent: Dr. Patricia Granados (Triton College). Dr. Angela Latham (Triton College) represented Dr. Granados as the President's designated substitute. Also present: Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

**ITEM II – WELCOME NEW BOARD MEMBERS**

A welcome was extended to new Board members Dr. Kevin Skinkis and Dr. Kevin Anderson.

**ITEM III – MEETING MINUTES, JUNE 8, 2011**

Dr. Lupo moved, Dr. Collins-Hart seconded the motion to approve minutes of the June 8, 2011 meeting. All ayes; motion carried.

**ITEM IV – RATIFICATION OF SUMMER BILLS PAYMENTS**

At the June 8, 2011 meeting the Board authorized DVR to process payment of bills received during the summer. Dr. Lupo moved, Dr. Isoye seconded the motion to ratify the list of bills paid. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

Dr. Robbins – aye

**ITEM V – RATIFICATION OF 4<sup>TH</sup> QUARTER LOCAL SALARY AND BENEFITS AND ADMINISTRATIVE SALARY PAYMENT FROM CTEI GRANT**

The fourth quarter local salary and benefits and administrative grant salary were authorized for payment to Leyden on July 21, 2011 after verification of the final payroll for FY11. Dr. Skinkis moved, Dr. Anderson seconded the motion to ratify fourth quarter salary and benefits payments to Leyden. Roll call vote.

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

#### ITEM VI – CURRENT BILLS

Dr. Isoye moved, Dr. Skinkis seconded the motion to approve payment of current bills. Roll call vote.

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

#### ITEM VII – EXPENSE AND REVENUE REPORT FOR FY11

Due to extended illness of the Leyden representative who handles DVR's Business Office operations, FY11 had not yet been closed. The final FY11 expense/revenue report will be provided to the Board when it becomes available.

#### ITEM VIII – EXPENSE AND REVENUE REPORT FOR FY12

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

#### ITEM IX – GRANT ENDING DATE FOR FY11 CTEI

As was done with the FY10 CTEI grant, each EFE can file for an extension of the ending date for the FY11 CTEI grant. Activities already written into the FY11 grant can be completed, but no new activities can be added. Dr. Cothran has filed for the extension and has contacted each district that this affects.

#### ITEM X – FY11 FEDERAL GRANTS REIMBURSEMENT

DVR's FY11 Federal grants, Perkins and Partnership for College & Career Success, closed on June 30, 2011. The Board received a reimbursement summary for these two grants.

#### ITEM XI – REIMBURSEMENT TO DISTRICTS FOR PERKINS CLAIMS

In FY11 the Board authorized DVR to process payments for Perkins claims upon receipt, with ratification of payment taking place at the next Board meeting. The Board was informed that the former monthly payment schedule for Federal grants has been changed, and DVR could receive Perkins funds weekly if claims are filed that often. Dr. Skinkis moved, Dr. Isoye seconded the motion that the Board approve DVR to process Perkins reimbursement claims to districts immediately upon receipt for the duration of FY12, with ratification of Perkins payments at the following month's Board meeting. Roll call vote.

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

#### ITEM XII – REIMBURSEMENT TO DISTRICTS FOR PCCS CLAIMS

DVR requested from ICCB the final payment for the FY11 PCCS grant in the amount of \$9,117. It was not known exactly when the funds would be received. Dr. Cothran notified the Board that the funds have just now been received. These are Federal dollars and cannot be held until the next meeting which is September 28<sup>th</sup>. Dr. Anderson moved, Dr. Lupo seconded the motion for DVR to process payment to the districts, with ratification to take place at the next meeting. Roll call vote.

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

#### ITEM XIII – REFLECTING ENCUMBERED FUNDS IN IWAS

Although ISBE has changed the grant payment schedule to a reimbursement method, we are still required to submit quarterly expenditure reports in IWAS, reporting expenses as well as obligations. The Encumbered Funds form has been updated and will be posted on the DVR website for Administrative Council members to access. Dr. Lupo moved, Dr. Isoye seconded the motion to approve using the modified Encumbered Funds report. All ayes; motion carried.

#### ITEM XIV – FY10 AUDIT

DVR's FY10 audit has finally been completed by Miller Cooper. Dr. Cothran reported that the revisions were verified for accuracy, and the AFR and A133 including single audit were filed. There were no audit findings against DVR. Board members received bound copies of the FY10 audit.

#### ITEM XV – FY11 AUDIT REQUIREMENT: INTERVIEW WITH BOARD MEMBER

Baker Tilly has been contracted to conduct the FY11 audit for DVR. A new audit standard requires communication with the Board. Therefore the auditor will conduct an interview with a Board member, possibly Dr. Lupo since he was the FY11 chairperson.

#### ITEM XVI – JOINT AGREEMENT BUDGET FY12

DVR's FY12 budget was submitted to the Leyden Business office on July 21, 2011. A newspaper ad was placed on July 22<sup>nd</sup> announcing the posted budget. The budget will be presented to the Board for adoption at the September 28, 2011 meeting.

#### ITEM XVII – RECAP OF FY12 BUDGET DISTRIBUTION

In April the Board had approved the FY12 grant distribution across districts and regional activities. In FY12 DVR will receive funds through the CTEI and Perkins grants. Local dollars support the operation of the EFE office. Dr. Cothran briefly reviewed how district allocations are calculated and the formula for dividing the grant funds among districts. Board members received another copy of the information provided in April regarding FY12 budget distribution.

#### ITEM XVIII – FY12 DVR DISTRICT LOCAL MATCH

In April the Board had approved the FY12 Local Match calculations. Board members received another copy of the information provided in April regarding FY12 Local Match by district.

#### ITEM XIX – DESIGNATED SUBSTITUTES FOR DVR BOARD MEETINGS

In accordance with the Intergovernmental Agreement, the Board received the list of designated superintendent/president substitutes. Dr. Collins-Hart noted that Mr. Ed Moyer's title is Director of Planning & Assessment.

#### ITEM XX – CONSOLIDATED CALENDAR

The Board was reminded of the FY12 Board of Control and School/College Partnership meeting dates. The consolidated regional calendar was provided.

#### ITEM XXI – APPROVAL OF FY12 PROGRAM CHAIRPERSONS

Dr. Cothran displayed and explained the structure of DVR's organizational chart, and she provided an overview of the program chairpersons' duties. The Student Services Committee meets monthly and the three other committees meet approximately four times per year. FY12 contracts were presented to the Board for Ms. Karen Bear (Business Education), Mr. Steve Silca (Industrial Technology), Ms. Valarie Berger (Family & Consumer Science), and Ms. Heather Shannon (Student Services). Dr. Isoye moved, Dr. Collins-Hart seconded the motion to approve the contracts as presented. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

Dr. Robbins – aye

#### ITEM XXII – COTHRAN FY12 GOALS

Dr. Lupo and Dr. Robbins had reviewed with Dr. Cothran the Director's Goals for FY12. Board members received a copy. Dr. Lupo moved, Dr. Collins-Hart seconded the motion to approve the goals as presented. All ayes; motion carried.

#### ITEM XXIII – RATIFICATION OF FY12 DIRECTOR CONTRACT

Board members received a copy Dr. Cothran's contract for FY12, which was signed by FY11 Board Chairman Dr. Lupo and by Dr. Robbins as a representative of the Administrative Agent. Dr. Isoye moved, Dr. Lupo seconded the motion to ratify the contract. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

Dr. Robbins – aye

#### ITEM XXIV – FY12 TRV CONTRACT

In past years DVR has contracted with TRV Enterprises for media production to promote CTE enrollment and professional development. The FY12 contract was presented. Hourly rates are identified as opposed to specifying a total dollar amount. If a student works on the website, his/her

work will be paid from the same budget line. The total amount paid for TRV's work and any student work will not exceed the approved budget. Dr. Skinkis moved, Dr. Isoye seconded the motion to approve the FY12 TRV contract. Roll call vote.

Dr. Skinkis – aye

Dr. Collins-Hart – aye

Dr. Anderson – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Latham – aye

Dr. Robbins – aye

#### ITEM XXV – DVR WEBSITE MAINTENANCE

At the beginning of the new school year, DVR will send information to the schools requesting applications for a student to work on the DVR website.

#### ITEM XXVI – CAREER CAMPS FY11 RESULTS

The Board received compiled results of students' evaluations from the FY11 career camps. Dr. Cothran and Triton Dean Antoinette Baldin reviewed all camps. Camps funded by DVR ran regardless of enrollment. Dean Baldin had determined that camps funded by Triton were canceled if fewer than five students were enrolled. Dr. Cothran reviewed recommendations for FY12 camps as follows.

- OSHA will not be offered.
- To promote camp visibility, individual flyers for each camp will be produced rather than a combined brochure.
- Names of some camps will be redesigned to be more kid-friendly.
- Camps will be altered to include more options in length of commitment --  
One day camps: Heart Saver, Building Contractor, Fire Safety, Auto for Women, 3D Design  
Repeat as in June 2011: Forensics  
Extended Experience: Sustainable Ag (2 week camp), Culinary (2 week camp)

Dr. Skinkis moved, Dr. Lupo seconded the motion to approve the recommended changes in FY12 camps as presented. All ayes; motion carried.

Dr. Lupo thanked Triton and DVR for providing this year's career camps, citing them as a great opportunity for students.

#### ITEM XXVII – FY12 COORDINATOR JOB DESCRIPTION POSTINGS

Last year, the Board agreed that current coordinators would be given the option to continue coordinating their respective events. Dr. Cothran noted that she made a few minor changes to the FY12 job descriptions to address items such as communication. The Board was presented with coordinators' job descriptions for Health Careers Camp, Food Sanitation Certification, Teacher Workplace Experience, and Career Camps. Dr. Isoye moved, Dr. Lupo seconded the motion to approve posting the job descriptions. All ayes; motion carried.

#### ITEM XXVIII – CTE TEACHER PROFESSIONAL DEVELOPMENT

Dr. Cothran reported that Dr. Heather Sass has a series of five professional development workshops that build on each other. Dr. Sass has conducted the first two workshops for DVR teachers. A video was shown highlighting this summer's workshop. Dr. Cothran will discuss with the Administrative Council the continuation of the series. Superintendents will assign two persons from their respective districts to participate. If a district will not use both of their allocated slots, the opening(s) will be given to another district. Names of Level One participants are to be submitted for the next Board meeting. Dr. Lupo moved, Dr. Isoye seconded the motion to approve the FY12 contract for Dr. Sass. Roll call vote.

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

#### ITEM XXIX – TEACHER WORKPLACE EXPERIENCE RESULTS

The Board received a chart that compiled results of the FY11 TWE program. Results were very positive. The dates for FY12's program are June 12-13, 2012.

#### ITEM XXX – OCTOBER WORKSHOP PARTICIPANTS

The Board received the list to-date of persons who will participate in the October 5, 2011 Partnership Workshop.

#### ITEM XXXI – FY12 TECHNICAL ASSISTANCE VISIT FROM ISBE

Dr. Cothran provided information on what to expect during ISBE's Technical Assistance Visit. Administrative Council members have received reminders on the requirement of documented work experience and other items. A sample form has been developed to document work hours and will be available on the DVR web site.

#### ITEM XXXII – SECOND READING: BOARD POLICY #8300

In June the Board held a first reading of revised Board Policy #8300. The revision includes Triton in the rotation cycle of Officers of the Board. Dr. Lupo moved, Dr. Isoye seconded the motion to approve second reading of Board Policy #8300. All ayes; motion carried.

#### ITEM XXXIII – NEW SCHOOL/COLLEGE PARTNERSHIP AGREEMENTS

Triton uses the high school sites for continuing education classes. Individual Intergovernmental Agreements exist between Triton and each district. An agreement has been drafted to provide for common pricing and common language across all districts, and the districts are in various stages of the process of approving the agreement. Dr. Latham noted that classes will be starting, and she will check into being able to operate until the agreement is in place.

#### ADJOURNMENT

Dr. Lupo moved, Dr. Skinkis seconded the motion to adjourn the meeting at 10:02 a.m. All ayes; motion carried.