



DES PLAINES VALLEY REGION
BOARD OF CONTROL
AUGUST 15, 2012

MINUTES

Dr. Kevin Skinkis called the meeting of the Des Plaines Valley Region Board of Control to order at 9:05 a.m. on Wednesday, August 15, 2012 in the Triton College Boardroom. Voting members present: Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Secretary Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Patricia Granados (Triton College), Dr. Rober Lupo (Ridgewood Dist. 234), Dr. Kathryn Robbins (Leyden Dist. 212). Also present: Dr. Doug Olson (Triton College), Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR). Dr. Steven Isoye (Oak Park & River Forest Dist. 200) arrived at 9:09 a.m.

APPROVAL OF MINUTES

Dr. Robbins moved, Dr. Anderson seconded the motion to approve minutes of the June 4, 2012 meeting. All ayes; motion carried.

RATIFICATION OF SUMMER BILLS PAYMENTS

At the June 4, 2012 meeting the Board authorized DVR to process payment of bills during the summer, with ratification of those bills to occur at the August meeting. DVR processed bills in June and July totaling \$88,302.31. Dr. Robbins moved, Dr. Lupo seconded the motion to ratify payment of summer bills. Roll call vote.

Dr. Anderson – aye
Dr. Granados – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

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. In June and July DVR processed Perkins payments totaling \$126,886.81. Dr. Anderson moved, Dr. Granados seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

RATIFICATION OF FY12 FOURTH QUARTER SALARY/BENEFITS REIMBURSEMENT

DVR has been reimbursing Leyden District 212 for DVR staff salaries and benefits on a quarterly basis. At the June 4, 2012 meeting the Board approved DVR to issue authorization to Leyden to withdraw funds from DVR's bank account for FY12 fourth quarter salary and benefits, to be ratified at the August 2012 meeting. The FY12 fourth quarter salary and benefits reimbursement was calculated after the final pay period in June. The Board received detail on amounts paid per budget item. DVR issued authorization to Leyden to withdraw \$15,435.99 in Local salary and benefits and \$17,523.79 in CTEI grant salary from our bank account. The total of \$32,959.78 was withdrawn prior to June 30th. Dr. Lupo moved, Dr. Isoye seconded the motion to ratify FY12 fourth quarter salary and benefits reimbursement to Leyden. Roll call vote.

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

FY12 FINAL EXPENSE/REVENUE REPORT

The Board received the final FY12 expense and revenue report for DVR.

BOARD BILLS LIST

The Board was presented with the list of current bills totaling \$1,647.90. Dr. Robbins moved, Dr. Anderson seconded the motion to approve payment of the current bills list. Roll call vote.

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

AUTHORIZATION TO PAY PERKINS CLAIMS

The Board has been authorizing the DVR office to pay Perkins reimbursements as invoices are received, with payments being ratified in the next Board meeting. Dr. Isoye moved, Dr. Lupo seconded the motion for DVR to process Perkins reimbursement claims immediately upon receipt for the duration of FY13, with ratification at the following month's Board meeting. Roll call vote.

Dr. Anderson – aye

Dr. Granados – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Robbins – aye

Dr. Skinkis – aye

DVR EDUCATION FOUNDATION FEES AND EXPENSES

The budget that the Board approved for FY13 includes an amount from reserves to pay fees and expenses for the DVR Education Foundation. We will receive ongoing information from the pro bono attorneys regarding filing documents as we proceed with establishing the Foundation. In order to pay the required filing fees and expenses in a timely manner, Dr. Anderson moved, Dr. Isoye seconded the motion authorizing DVR to pay the Foundation's fees and expenses as necessary, with ratification at the following Board meeting. Roll call vote.

Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

The Board requested that a conference call be held if there are any expenses that will be above the total approved budget.

TECHNOLOGY/ENGINEERING PROGRAM COMMITTEE CHAIRPERSON

Last spring Steve Silca accepted a position in a district outside the DVR area, leaving open the Program Chair position for Technology/Engineering. Dr. Cothran received an application from and conducted an interview with Frank Holthouse (Leyden). She recommends him for the position. Dr. Robbins moved, Dr. Lupo seconded the motion to approve Mr. Holthouse as FY13 Program Chairperson for Technology/Engineering. All ayes; motion carried.

APPROVAL OF FY13 PROGRAM COMMITTEE CHAIRPERSONS' CONTACTS

Each year the Board approves the Program Committee Chairpersons for the responsibilities of the current fiscal year. The following have agreed to serve for FY13. The Board received the contract for each person.

Business Education	Karen Bear (Elmwood Park)
Technology/Engineering	Frank Holthouse (Leyden)
Family & Consumer Science	Val Berger (Leyden)
Student Support Services	Sarah VenHorst (Oak Park & River Forest)

Dr. Robbins moved, Dr. Lupo seconded the motion to approve contracts for the abovementioned persons for the specified chairperson positions. Roll call vote.

Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

APPROVAL OF FY13 COORDINATOR CONTRACTS

Previously the Board agreed to continue with the personnel who had been coordinators in FY12, if those people wanted to continue. Confirmation has been received from the following people of their interest in continuing in the coordinator positions. The Board received the contract for each person.

Food Sanitation	Nichole Sweeney (Leyden), Alicia Kadlitz (Leyden)
Health Careers	Toni Memmel (Elmwood Park), Jennifer Maldonado (Leyden)
Teacher Workplace Experience	Karen Bear (Elmwood Park)

Dr. Isoye moved, Dr. Robbins seconded the motion to approve the above mentioned persons for the specified coordinator positions. Roll call vote.

Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

APPROVAL OF FY13 TRV CONTRACT

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 received the FY13 contract which reflects the flexibility needed to allow for the varied nature of the work, such as videos and website maintenance. Rather than specifying a total dollar amount the contract lists hourly rates. The total budget will not exceed the budget line approved by the Board. Dr. Anderson moved, Dr. Robbins seconded the motion to approve the FY13 contract with TRV Enterprises. Roll call vote.

Dr. Anderson – aye
Dr. Granados – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Robbins – aye
Dr. Skinkis – aye

DESIGNATED SUBSTITUTES FOR DVR BOARD MEETINGS

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.” The following persons are designated substitutes for FY13.

Paula Hlavacek, Asst. Superintendent (Elmwood Park)
Mikkel Storaasli, Asst. Superintendent (Leyden)
Phil Prale, Asst. Superintendent (Oak Park & River Forest)
Kim Echols, Principal (Proviso)
Jennifer Kelsall, Principal (Ridgewood)
Pam Bylsma, Principal (Riverside-Brookfield)
Doug Olson, VP (Triton College)

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP PARTICIPANT LIST

The School/College Partnership Workshop is scheduled for October 4, 2012. The Administrative Council members have been asked to provide the names/departments of their respective district’s representatives. Lists are requested by August 24th. The Board requested that DVR follow-up with districts that have not supplied their list of participants by August 20th. Invitations will be sent to everyone on the lists.

FY12 AUDIT STATUS

Last year Baker Tilly gave assurances that they would file DVR’s FY12 audit on time. All advance documentation, forms and questionnaires were completed. The on-site visit took place the last

week of July. The auditor stated that there are no issues or problems, and she anticipates having our audit completed within the next month. We are tentatively scheduled to include Baker Tilly representative Nick Cavaliere at the September Board meeting to give an overview and to file the completed grants prior to the October deadline. Dr. Cothran expressed appreciation for the Leyden Business Office as they were prompt with their responses in providing the necessary documents and closing FY12 in order to keep with the established schedule.

EXTERNAL ASSURANCE AUDIT

During FY12, DVR had the ISBE External Assurance audit for FY11 Perkins and the ISBE Technical Review Visit. Dr. Cothran has received notice that DVR is on the list for another Perkins audit (for FY12) and also a CTEI audit (for FY11) due to ISBE's 2010 implementation of a new audit plan that applies to all LEAs based on a formula to evaluate risk. The Board received information on risk formula factors. The maximum score is 285, median is 165, and low is 85. DVR's risk score is 125 which is the best score possible for the funding level we receive. According to External Assurance we should expect a visit every two to three years. Our visit originally scheduled for August/September 2012 has been moved to January 2013 (for FY13 Perkins and FY11 CTEI). Dr. Cothran has notified Administrative Council members to expect the visit and to ensure that their object 500 and object 400 expenditures are all obligated by the start of school, per grant requirements.

ILLINOIS STUDENT COURSE SYSTEM

Last year ISBE launched the new Illinois Student Course System (ISCS). Districts were given until July 31 to upload FY12 enrollments with state course code matches. Dr. Cothran began opening ISCS reports in July but found many of our schools were still in the process of final enrollment uploads. EFEs were informed that we would have a period of a couple months to check the verification reports and notify schools of any course match corrections needed. We have already started the process of running reports and cross checking the data. Last year the local course name helped to identify if a mismatch had accidentally occurred. It will be more challenging this year since the state removed all references to the local course name in these reports. The verification process will take some time to complete.

PROGRAMS OF STUDY PROJECT

Dr. Cothran has completed developing the Programs of Study templates for each degree and certificate at Triton, customized for each of the DVR high school districts. There are 91 templates for degrees and certificates, specifying the high school course names identified that would help prepare a student for pursuing a particular credential. The Board received the complete list of templates. The goals for fall semester include Triton verifying accuracy and identifying any industry credential for which a student taking a specific degree or certificate would be appropriately prepared to sit for the industry test; having the program committees verify that the succession of knowledge and skills needed for successful transition to and completion of each college credential are appropriately reflected; identifying any additional dual credit opportunities for recommendation; and identifying for each degree or certificate the credits a student (per high school) could earn by graduation that would apply to that postsecondary credential. Dr. Cothran contacted a programmer regarding the possibility of converting the templates to data tables and incorporating drop-down menus for ease of use, however the cost to do so does not appear to be feasible for the Region at this time.

FY12 TEACHER WORKPLACE EXPERIENCE RESULTS

In FY12 DVR CTE teachers had a 1½ day experience in June to visit business and industry sites in order to gain deeper understanding of the needs of business and industry. On the first day participants visited businesses, and the next morning they worked on lessons to incorporate ideas resulting from the experience. Karen Bear coordinated the program. Participants included Frank Holthouse and Roger Reiner from Leyden; Marcia Bernas, Jim Melich and Toni Memmel from Elmwood Park; Nancy Bardo, Doug Belpedio and Pete Hostrawser from OPRF; Shaurae Winfield from Proviso; and Patti Farlee and Kathy Peterson from RB. The Board received a summary of evaluations, all of which were extremely positive.

FY12 HEATHER SASS WORKSHOP EVALUATION

Dr. Heather Sass conducted a Level Three workshop, “Actively Engaging Students in Career/Technical Courses,” for DVR CTE teachers in June. Participants included Karen Bear, Marcia Bernas and Toni Memmel from Elmwood Park; and Fran Brady from Leyden. The Board received a summary of evaluations, all of which were extremely positive.

FY12 CAREER CAMPS

In FY11 the Board approved using RevTrak for on-line registration including electronic submission of parent permission forms. This was continued in FY12. A \$25 registration fee was fully refundable upon completion of the camp. Ninety-four students registered in FY12. The Board received a complete listing of camps, dates, funding source, enrollment by camp, and enrollment by district. A question was raised concerning running camps with very low enrollments and whether we should require a minimum number in order to run. When Triton’s new Dean of Careers is in place, Dr. Cothran will work with him/her to bring forward a list of camps for June 2013.

FY13 MEETING SCHEDULE

The Board was reminded of the FY13 meeting schedule. Only the Board of Control will meet on August 15, October 24, December 19, February 6, April 17, and June 19. These meetings will begin at 9:00 a.m. The School/College Partnership and the Board of Control will both meet on September 5, November 14, January 16, March 20, and May 15. These meetings will begin at 8:00 a.m.

On days when the Education Foundation Board meets, they will begin immediately following conclusion of the Board of Control meeting.

CLOSED SESSION

At 9:33 a.m., Dr. Lupo moved, Dr. Robbins 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. All ayes; motion carried.

ADJOURNMENT

After returning to open session, Dr. Isoye moved, Dr. Robbins seconded the motion to adjourn the meeting at 9:48 a.m. All ayes; motion carried.