



Des Plaines Valley Region

Partners in Education, Employment & Life-Long Learning
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**DES PLAINES VALLEY REGION (DVR)
BOARD OF CONTROL
AUGUST 12, 2009
Triton College – Building B – Rm. B204/210
MINUTES**

ITEM I – ROLL CALL

Dr. Attila J. Weninger called the meeting of the Des Plaines Valley Region Board of Control to order at 9:31 a.m. on Wednesday, August 12, 2009 in Room B204/210 at Triton College. Voting members present: Chairman Dr. Attila J. Weninger (Oak Park and River Forest Dist. 200), Vice Chairman Dr. Robert Lupo (Ridgewood Dist. 234), Secretary Dr. Kathryn Robbins (Leyden Dist. 212), Dr. David Bonnette (Riverside-Brookfield Dist. 208), Dr. Nettie Collins-Hart (Proviso Dist. 209), Mr. Peter Binder representing Dr. Douglas Rudig (Elmwood Park Dist. 401), and Dr. Patricia Granados (ex-officio). Also present: Dr. Cheryl Antonich (Triton College), Dr. Anne Cothran (DVR), Ms. Karen Schmidt (DVR), and Ms. Denise Yaneck (DVR).

For each agenda item, Board members received in advance written background information, a summary, and recommended action. This format will be followed for all future meetings.

ITEM II – APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Robbins seconded the motion to approve minutes of the May 27, 2009 meeting. All ayes; motion carried.

ITEM III – HEALTH CAREERS CAMP

Coordinators Jennifer Maldonado and Toni Wurch, and students provided an overview of the June 2009 program's activities. Twenty-two students participated in the camp which provided an overview of the healthcare system, direct observation, and information on skills and career options. Students visited Triton, the Franklin Park Fire Department, Northwestern Hospital and Loyola Hospital. Additional experiences, such as shadowing, can be set up for interested students. Oak Park and River Forest student Bianca Mueller and Elmwood Park student John Tran shared highlights of their experiences. The number of participants is limited largely by the group size that the visited facilities will allow. A recommendation was made to explore visiting additional facilities in the local area and to use contacts within our own districts to help develop the program further.

ITEM IV – STUDENT AND STAFF INTEGRATED LEARNING EXPERIENCE

Ms. Schmidt reported that 19 students and 21 teachers participated in the June 2009 program which focused on the three specific areas of hospitality, technology, and transportation/logistics. An overview of activities was provided. This year's program information and application were posted on-line and limited response was received. Therefore Ms. Schmidt recommended that next year we return to distributing the information in printed form. Several students who were signed up did not show. Teachers' projects are being posted on DVR's web site. A

recommendation was made that next year's coordinators review this year's evaluations as they develop the June 2010 program.

ITEM V – ILLINOIS FOOD SAFETY AND SANITATION CERTIFICATION WORKSHOP

Ms. Schmidt reviewed the workshop held June 29-30 at Leyden. Through this workshop which was coordinated by Leyden's Nichole Sweeney and Alicia Kadlitz, 13 teachers and students passed the test and earned their Illinois Food Safety and Sanitation certificates.

ITEM VI – FY09 FINANCIAL SUMMARY/UPDATE

Ms. Schmidt provided an overview of the status of FY09 grant expenditures. To ensure that all districts are fully reimbursed, schools have until August 26th to submit to DVR invoices for funds that were encumbered by June 30th. Dr. Robbins moved, Dr. Lupo seconded the motion to authorize the DVR office to issue checks for remaining FY09 payments, if any, by August 30th, to be ratified at the September meeting. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Bonnette – aye
Dr. Collins-Hart – aye
Mr. Binder – aye
Dr. Weninger – aye

ITEM VII – VOTING ITEM: BOARD BILLS

Dr. Cothran cited DVR's transition from Proviso District 209 as fiscal agent to Leyden District 212. During this transition, DVR's June 30th checks would not have been released by District 209 until August. Acting on the advisement of legal counsel, and with Dr. Weninger's approval to proceed, District 212 CFO Mr. Thomas Janeteas countersigned DVR's June 30th checks. Dr. Lupo moved, Dr. Bonnette seconded the motion to ratify Mr. Janeteas' signature on the June 30, 2009 checks. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Bonnette – aye
Dr. Collins-Hart – aye
Mr. Binder – aye
Dr. Weninger – aye

ITEM VIII – VOTING ITEM: PAYMENT OF BOARD BILLS

Ms. Yaneck presented the Board with a listing of bills paid in June and July 2009. These bills were authorized for payment at the May 27, 2009 meeting. Also presented to the Board was a listing of August bills to be paid. As DVR continues the transition from the Proviso Township Treasurer's accounting system to that of Leyden's, the bills listing will be formatted, as previously requested by the Board, to separate payments for regional programs, district programs, and operation of the regional office. Dr. Robbins moved, Dr. Lupo seconded the motion to approve payment of DVR bills.

Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Bonnette – aye
Mr. Binder – aye
Dr. Weninger – aye

Dr. Collins-Hart was absent during voting and was not present for the remainder of the meeting.

ITEM IX – DELAY IN PAYMENT VOUCHERS

Dr. Cothran reported that, although DVR's grant budgets have been approved, there may be a significant delay in issuance of payment vouchers. She presented the Board with a list of potential purchases. DVR has approximately \$130,000 in cash and is not in a position to pay on invoices. Each district may be in a different position to purchase at this time and wait for reimbursement. DVR has not proceeded with purchasing the AutoDesk Design Academy software renewal for the districts. Dr. Robbins stated that her district will proceed with needed expenditures with the understanding that there may be a delay in payment. Mr. Binder stated that his district has ordered some equipment but will not do additional purchases at this time. Dr. Weninger, Dr. Lupo, and Dr. Bonnette stated that their districts will delay purchases until payment vouchers are issued by the State. Dr. Cothran will contact Dr. Collins-Hart regarding Proviso's intentions. It was recommended that Board members be in communication directly with their Administrative Council representatives regarding delaying purchases.

ITEM X – PUBLIC HEARING AND FY10 BUDGET APPROVAL

At 10:20 a.m., Dr. Weninger officially opened the public hearing to hear comments regarding the FY10 budget for DVR. No comments were received. The public hearing was closed. Dr. Robbins moved, Dr. Lupo seconded the motion to accept the DVR Joint Agreement Budget as presented. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Bonnette – aye
Mr. Binder – aye
Dr. Weninger – aye

ITEM XI – RCDT AND DUNS NUMBERS

With the change in fiscal agent for DVR, the RCDT (Region-County-District-Type) code is being modified for fiscal reporting and compliance purposes. To pursue Federal dollars, DVR will need its own DUNS (Data Universal Numbering System) code. DVR is in the process of applying for these numbers.

ITEM XII – NATIONAL SCIENCE FOUNDATION GRANT OPPORTUNITIES

Dr. Cothran is exploring additional funding opportunities for DVR. She provided the Board with potential grants through the NSF. Planning meetings are needed so that DVR will be in a position to apply for these grants. She requested the Board's approval to proceed with

establishing a project team and holding planning meetings. The project team needs to include representatives from each district and can include elementary districts. The Board agreed that Dr. Cothran should proceed with planning meetings.

ITEM XIII – LABOR MARKET DATA

Dr. Cothran provided the Board with labor market information. She developed and presented a draft of an informational flier containing information on occupations and salary ranges based on education and work experience. This information can be utilized in evaluating the expansion or lack of expansion of the programs our schools are offering. The Board requested that Dr. Cothran develop informational fliers for each of the other cluster areas as well, and that she present this information at their schools to counselors, parents, and other concerned groups. Fliers can be made available in electronic form.

ITEM XIV – STATE SEQUENCES

Dr. Cothran reported on the ISBE's action, beginning in 2006, to realign CTE course sequences. For example, schools offering Web Design were including these courses in existing approved Business Education or Industrial Technology programs. However, Web Design now its own program CIP, and therefore Web Design courses should no longer be listed under other program CIPs. This affects how we are required to track students and affects performance data. In regard to ineligible credits, juniors and seniors taking courses in multiple program areas can only be claimed for credit in one training level CIP, and freshmen and sophomores cannot be claimed for credit in training level courses. Dr. Cothran is reviewing each district's course sequences and is scheduling individual meetings with district representatives. She will meet with ISBE representatives on September 1st to agree on appropriate updates. It is important that these changes be made at this time so schools can reflect the information as they revise their course offering guides this fall. Dr. Robbins moved, Dr. Bonnette seconded the motion for Dr. Cothran to proceed with the initial adjustments necessary for alignment and compliance, and negotiate with ISBE for approval of the changes. All ayes; motion carried.

ITEM XV – PROGRAMS OF STUDY

Dr. Cothran reported that each EFE region must engage in a Programs of Study Self-Assessment. At the direction of ICCB, all regions are to select a single program for the self-assessment and to go through the process. Riverside-Brookfield's Radio/TV sequence has been selected for DVR as a pilot for this year. Groups/persons to be included in the assessment process will be the Administrative Council, program committees, college representatives, and business partners. ICCB will provide additional direction on using the self-assessment in the future. Mr. Binder moved, Dr. Lupo seconded the motion to include the aforementioned persons in the self-assessment process. All ayes; motion carried.

ITEM XVI – SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

A tentative agenda for the October 1-2 workshop has been developed by presenters Meg Ormiston and Rich Voltz. Ms. Schmidt reported that the workshop will include the presentation of four Partnership Awards, a time for colleagues to network, and presenters will prepare questions in advance for the student panel. Districts are not limited in the number of participants they may send to the workshop. Ms. Schmidt requested that, by September 1st, Board members

provide the DVR office with a list of potential attendees so that a “save the date” card can be sent to each person. Last year’s list of attendees was provided as a point of reference.

ITEM XVII – CLOSED SESSION

Closed session was held following adjournment of open session.

ITEM XVIII – OTHER

Dr. Weninger distributed a letter he and Dr. Cothran have prepared for submission to ISBE as a means to make DVR’s presence known, as well as our interest in collaborating with ISBE on grant opportunities. The Board reviewed the letter and indicated approval with editing corrections.

Dr. Weninger requested that on all Board of Control agendas, action items be addressed first, followed by discussion items, followed by informational items. Items that include visiting presenters will be addressed first on the agenda.

As noted at the beginning of the meeting, all future agendas will include an informational memo and all related information. Board members are expected to review the information in advance of and preparation for the meeting. Board members are to receive the agenda and attachments by the Friday prior to each meeting. Agendas and attachments can be made available in both print and electronic formats.

Dr. Weninger requested that the School/College Partnership meeting follow the same format as the Board of Control in that all information is provided in written format prior to the meeting. He added that time limits need to be set. Meetings will be posted as: School/College Partnership 8:00 a.m.; Board of Control 9:00 a.m. or immediately following the SCP meeting.

ITEM XIX – ADJOURNMENT

Dr. Lupo moved, Dr. Robbins seconded the motion to adjourn the meeting at 11:06 a.m. All ayes; motion carried.

BOARD OF CONTROL
DES PLAINES VALLEY REGION
AUGUST 12, 2009

CLOSED SESSION
MINUTES

Dr. Weninger moved, Dr. Robbins seconded the motion to enter Closed Session at 11:10 a.m. on Wednesday, August 12, 2009 in Room B204/210 at Triton College, for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2©(1), as amended by PA.93-57.

Present: Chairman Dr. Attila J. Weninger, Vice Chairman Dr. Robert Lupo, Secretary Dr. Kathryn Robbins, Dr. David Bonnette, Mr. Peter Binder, and Ms. Denise Yaneck.

Regarding the setting of a price for sale or lease of property owned by the District, DVR has a specific policy in place for equipment disposal. The retired Mr. Don Lund has possession of a laptop owned by DVR, and Ms. Karen Schmidt has a laptop owned by DVR which must be returned upon her retirement from DVR. Dr. Weninger stated that he will direct Dr. Anne Cothran to inform Mr. Lund and Ms. Schmidt about return of the laptops. Dr. Bonnette noted that software must be removed from the computers due to licensing, unless the computers will continue to be used by DVR. The Board received a list of desktops and laptops currently owned by DVR.

The Board addressed the question of business related expenses for Dr. Cothran, such as lunch expenses when meeting with persons about DVR related topics. Presently the DVR budget contains line items for Executive Director (Anne Cothran) Conferences and Meetings, System Director (Karen Schmidt) Conferences and Meetings, and Executive Director/System Director State Meetings. At Dr. Weninger's recommendation, the Board agreed to collapse the three separate line items into two line items, one for State Meetings and Conferences and one for Dr. Cothran's business expenses.

Dr. Bonnette moved, Dr. Lupo seconded the motion to adjourn Closed Session at 11:18 a.m. All ayes; motion carried.