



## **Des Plaines Valley Region**

Partners in Education, Employment & Life-Long Learning  
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### **DES PLAINES VALLEY REGION (DVR) BOARD OF CONTROL FEBRUARY 23, 2011**

#### **MINUTES**

##### **ROLL CALL**

Dr. Robert Lupo called the meeting of the Des Plaines Valley Region Board of Control to order at 8:01 a.m. at West 40 Intermediate Service Center in Bellwood, IL. Voting members present: Chairperson Dr. Robert Lupo (Ridgewood Dist. 234), Vice Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Secretary Dr. David Bonnette (Riverside-Brookfield Dist. 208), Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Douglas Rudig (Elmwood Park Dist. 401). Also present: Dr. Angela Latham (Triton College), Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

##### **APPROVAL OF MINUTES**

Dr. Robbins moved, Dr. Rudig seconded the motion to approve minutes of the January 26, 2011 meeting. All ayes; motion carried.

##### **EXPENSE AND REVENUE REPORT**

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

##### **BOARD BILLS**

Dr. Rudig moved, Dr. Robbins seconded the motion to approve payment of DVR bills. Roll call vote.

Dr. Robbins – aye  
Dr. Bonnette – aye  
Dr. Collins-Hart – aye  
Dr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

##### **DVR OFFICE SPACE RENTAL FEE AT WEST 40**

Due to issues with the facilities, DVR's rent for the first six months of FY11 was reduced from \$2,750 to \$750.

##### **FY11 ADMINISTRATIVE SALARY AND RESERVE FUNDS**

At the last meeting the Board authorized DVR to pay Leyden \$37,967 out of reserve funds for the Director's salary since no CTEI grant funds had been received. In February DVR received a payment for the FY11 CTEI grant, therefore \$37,967 has been restored to reserves.

## REQUEST FOR DISTRICT ANNUAL AUDITS

Each year DVR requests and receives the annual audit report from each district, for the DVR files. Currently FY10 audits have been received from Oak Park & River Forest, Proviso, and Ridgewood.

## CAREER CAMP ACCOMMODATIONS

Dr. Cothran shared information from Triton regarding providing accommodations for special needs students participating in career camps. Triton identified the following requirements for all participants: 1) Attend camp every day with required equipment, materials and tools; 2) Be able to work independently on camp project assignments; 3) Follow all safety rules and guidelines while in classroom laboratories; 4) Independently handle all tools and equipment according to safety guidelines and rules in laboratories; 5) Have a reading level of 9<sup>th</sup> grade – must provide documentation from high school with application. Additional requirements state, “Students needing personal care assistance ... are responsible for providing their own Personal Care Assistant staff...” The Board discussed Triton’s requirements in order to formulate a policy about special accommodations. Questions were raised regarding providing registration information in other languages, the need for translators in camps, and the possibility of building into next year’s budget the cost to translate materials. Dr. Lupo will seek a legal opinion on needing to translate materials. Dr. Isoye noted that, if brochures are available on a web site link whereby viewers can use the Google translator, this will demonstrate an effort on our part to provide materials in other languages. It was suggested that schools guide special needs students to their own local programs as opposed to the regional career camps.

The Board agreed to eliminate #5 from the list of Triton guidelines, and to put a statement on the career camp registration web site stating that, if a student needs assistance, it will be provided by their home school. Updates from the Career Camp Coordinator will provide schools with lists of students who have registered, and through the list the counselors will be able to identify students who will need special assistance.

## REVTRAK FOR CAREER CAMP REGISTRATION

A process has been established for students to sign up and pay for career camps by means other than a credit card. For walk-in registrations at the high school business offices, the Board agreed that for payments made by check the check is to be made payable to DVR. Registration will be open by next week.

## WOMEN IN NON-TRADITIONAL CAREERS CONFERENCE

Conference sessions include an opening speaker presentation, hands-on activities for small groups, and teams competing in the Amazing Race. Dr. Cothran had consulted DVR’s advisory board to identify types of activities. As of today, 152 girls have signed up. The conference was originally set for 240. One speaker cancelled due to a cancer diagnosis, and one speaker had been scheduled for two presentations but is now reduced to one. The Board was informed that registration is now closed due to the preparation time in printing individual student agendas by name. Dr. Cothran will meet this afternoon with Ms. Antoinette Baldin to finalize plans.

## DVR COORDINATORS’ RATES OF PAY

Coordinators’ rates of pay were discussed at the August 2010 meeting. A list of coordinators was provided. FY10 and FY11 rates were the same. The Board had decided that there was not a way to compare rates across coordinator positions. Dr. Robbins recommended keeping the stipends the same, and the Board agreed.

## DVR COORDINATORS' JOB DESCRIPTIONS

The Board had decided in August 2010 to continue with the same coordinators. The idea was that, if someone created a camp and they are doing a good job, they should be allowed to continue. Additionally, if someone wants to initiate a new camp, he/she could present it for possible approval and be the coordinator. Some positions, such as the OSHA instructor, require specific qualifications. Dr. Robbins stated that it is not a valuable use of effort to post a position and conduct interviews if someone is already doing a good job. She noted that stipend positions in the schools, such as coaching, etc. are not posted unless the person currently in that role no longer wants the position or is dismissed from the position. Dr. Collins stated that we need our process in writing so that there are not challenges with the process. The Board agreed to go through the Administrative Council to develop our philosophy and put the word out that persons can initiate new camps.

## DVR OFFICE LOCATION

Dr. Cothran reported that, as of yesterday, Triton is preparing office space for DVR. She has been to Triton to view the space. Triton will charge DVR \$100 per month for services of phone, Internet, and cleaning. Dr. Lupo stated that he has spoken with Kay Poyner-Brown regarding moving DVR offices out of West 40. Dr. Robbins stated that she will contact Leyden's maintenance department about moving the office on Friday of this week. Dr. Bonnette moved, Dr. Robbins seconded the motion to approve the agreement between Triton and DVR. Roll call vote.

Dr. Robbins – aye  
Dr. Bonnette – aye  
Dr. Collins-Hart – aye  
Dr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

## MISCELLANEOUS

Dr. Lupo stated that he has forwarded the Director's evaluation instrument to all Board members. He and Dr. Robbins will do the review with Dr. Cothran.

Dr. Bonnette distributed a press release about the new superintendent for Riverside-Brookfield.

Dr. Rudig stated that Elmwood Park is narrowing the search for a new superintendent.

## ADJOURNMENT

Dr. Rudig moved, Dr. Isoye seconded the motion to adjourn the meeting at 9:12 a.m. All ayes; motion carried.