



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

DES PLAINES VALLEY REGION  
BOARD OF CONTROL  
MAY 11, 2012

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:50 a.m. on Friday, May 11, 2012 in the Triton College Boardroom. Voting members present: Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Robert Lupo (Ridgewood Dist. 234), Dr. Patricia Granados (Triton College), Mr. Ed Moyer representing Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209). Mr. Thomas Zelek represented Dr. Kevin Anderson (Elmwood Park Dist. 401). Also present: Dr. Doug Olson (Triton College), Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

Dr. Robbins cited the bylaws that only a Board member or his/her named designee may vote.

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Isoye seconded the motion to approve minutes of the April 18, 2012 meeting. All ayes; motion carried.

RATIFICATION OF PAYMENT TO RESERVE FOUNDATION NAME

We are proceeding with creating our Education Foundation, and all of the documents and literature developed to-date are under the name of "DVR Education Foundation." At the April 18<sup>th</sup> meeting the Board approved creating a budget line for contingency and paying the \$25 fee to reserve the "DVR Education Foundation" name for 90 days, to be paid from reserve funds. Dr. Skinkis moved, Dr. Lupo seconded the motion to ratify the April 27<sup>th</sup> payment of \$25 to reserve the DVR Education Foundation name, paid from reserve funds. Roll call vote.

Dr. Skinkis – aye

Mr. Moyer – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Dr. Robbins – aye

RATIFICATION OF INSURANCE PAYMENT

At the April 18<sup>th</sup> meeting the Board approved the umbrella insurance policy in order to comply with the coverage required in our updated office agreement with Triton College. On April 26<sup>th</sup> Dr. Cothran received an invoice, and the down payment was required immediately. Dr. Robbins authorized DVR to process the down payment, to be ratified at the May meeting. Dr. Skinkis moved, Mr. Moyer seconded the motion to ratify the April 27<sup>th</sup> payment of \$205.88 to bind the umbrella policy. Roll call vote.

Dr. Skinkis – aye  
Mr. Moyer – aye  
Dr. Isoye – aye  
Dr. Lupo – aye  
Dr. Granados – aye  
Dr. Robbins – 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. DVR processed payments totaling \$10,791.33 in April. Dr. Lupo moved, Dr. Isoye seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Skinkis – aye  
Mr. Moyer – aye  
Dr. Isoye – aye  
Dr. Lupo – aye  
Dr. Granados – aye  
Dr. Robbins – aye

#### BOARD BILLS LIST

The Board was presented with the list of current bills. Dr. Lupo moved, Dr. Isoye seconded the motion to approve payment of the current bills list. Roll call vote.

Dr. Skinkis – aye  
Mr. Moyer – aye  
Dr. Isoye – aye  
Dr. Lupo – aye  
Dr. Granados – aye  
Dr. Robbins – aye

#### DVR INSURANCE PAYMENTS

DVR's insurance policies have a renewal date of May 22<sup>nd</sup> each year. We are still waiting for invoices from Weiss Insurance Agency (Liability) and Accident Fund (Workers Compensation). Payment will be due by May 22, 2012. Dr. Lupo moved, Dr. Granados seconded the motion for DVR to process payment for insurance renewals upon receipt of invoices, to be ratified at the next Board meeting. Roll call vote.

Dr. Skinkis – aye  
Mr. Moyer – aye  
Dr. Isoye – aye  
Dr. Lupo – aye  
Dr. Granados – aye  
Dr. Robbins – aye

#### EXPENSE AND REVENUE REPORT

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

#### DOCUMENTED GRANT EXPENDITURES TO-DATE

The districts are spending their allotted FY12 CTEI and Perkins grant funds according to their approved budgets. The Board received the status of the schools' claimed expenditures. Final amendments are in process. Dr. Cothran has contacted all schools to confirm when each will submit their final claim.

### FY13 PERKINS GRANT APPROVAL

Previously the Board authorized Dr. Cothran to release the Perkins budget to the schools, with ratification at the following meeting. Upon receipt of the allocation, Dr. Cothran had proceeded with calculations and notified Administrative Council members to enter their budget information into IWAS. Following today's approval by the Board, Council members will submit their budgets in IWAS to the superintendents for approval and submission to DVR. The FY13 Perkins allocation is \$520,952 which is a decrease, as expected, compared to \$530,335 in FY12. This is due to changes in the Federal budget. The Board received the distribution of the FY13 budget. Dr. Isoye moved, Dr. Skinkis seconded the motion to approve the FY13 Perkins grant budget. Roll call vote.

Dr. Skinkis – aye

Mr. Moyer – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Dr. Robbins – aye

### FY13 LOCAL CONTRIBUTIONS

Each spring the grant allocations local budget is determined for the following year, and the high school district local match contributions are determined. The Board received the distribution of the FY13 local match contributions as well as a consolidation of all grant funding. Dr. Cothran explained the factors in determining each district's return on investment. Dr. Lupo moved, Mr. Moyer seconded the motion to approve the FY13 local match contributions totaling \$186,804. Roll call vote.

Dr. Skinkis – aye

Mr. Moyer – aye

Dr. Isoye – aye

Dr. Lupo – aye

Dr. Granados – aye

Dr. Robbins – aye

### TECHNICAL ASSISTANCE VISIT

DVR's Technical Assistance Visit took place on April 17<sup>th</sup>. ISBE representative Steve Parrott examined records in the DVR office and visited Leyden and Proviso to review HR files. Districts that would not require a personal visit were notified that morning. Dr. Cothran reviewed extensively with Mr. Parrott all of DVR's websites which he found to be very thorough and he verified that we are in compliance with ISBE's Perkins requirements. Dr. Lupo thanked Dr. Cothran for her efforts in ensuring that the visit went smoothly.

### PERKINS REQUIRED GROWTH INDICATORS UPDATE

Two years ago we discussed the change in the CTE data reports we receive from ISBE that track regional and district progress on the required Perkins indicators. In addition to individual meetings with Administrative Council members, Dr. Cothran posts the CTE report cards by district on the Members Only page of the DVR website for easy reference. With the changeover to the new ISCS enrollment system, ISBE was able to issue an updated report more quickly than in the past, although it does not include post-secondary placement since that data takes an additional year to generate. As with NCLB, CTE targets increase each year. Unlike NCLB, the targets are not determined and published on a 5 or 10 year table. Data was provided to the Board based on three years of report cards. The DVR schools made specific efforts to improve non-trad, which is reflected in the updated figures. KeyTrain efforts also appear to be effective in improving PSAE Day 2 WorkKeys

scores for CTE completers. Information shared with Administrative Council members included specific program area and subgroups classified as “does not meet.” Dr. Cothran discussed Adjusted Level of Performance.

#### FY13 CONSOLIDATED CALENDAR AND BOARD OF CONTROL MEETING DATES

The regional calendar has been compiled. In an attempt to avoid schedule conflicts, Dr. Cothran took into consideration dates of various other meetings including SDLC, IASA Regional, IMSA Board, AASA, and District Boards of Education. Although Career Camp dates are established by Triton campus availability, it is requested the camps be held the week of June 17<sup>th</sup> when all schools are out. Teacher Workplace Experience is also requested for the week of June 17<sup>th</sup>. Dates for Heather Sass workshops are still to be determined.

Proposed Board of Control meeting dates for FY13 were presented. Discussion included avoiding the same day as, or the morning after, the high schools or the college have a Board of Education meeting. The Board agreed to change the start time from 8:00 to 9:00 a.m. Dr. Skinkis moved, Dr. Granados seconded the motion to approve the following meeting dates. All ayes; motion carried.

2012: August 15	2013: January 16
September 5	February 6
October 24	March 20
November 14	April 17
December 19	May 15
	June 19

#### IMRF RESOLUTION

Leyden was audited by IMRF and was informed that while they can handle TRS records for the Des Plaines Valley Region, DVR should be the Authorized Agent on IMRF. IMRF requires a Resolution to be passed by the Board of Control and a Notice of Authorized Agent to be filed with IMRF. The Board received the required documents that must be filed with IMRF. Dr. Skinkis moved, Dr. Isoye seconded the motion to approve the Resolution naming DVR Director Dr. Anne Cothran as the IMRF Authorized Agent for DVR. All ayes; motion carried.

#### FY12 AUDIT UPDATE

Baker Tilly agreed to have our FY12 Audit filed on time. In April Dr. Cothran received advanced documentation requests and a work calendar from Baker Tilly. She responded to all their questions immediately and also forwarded the calendar to the Leyden Business Office. During the preliminary visit on April 30<sup>th</sup> and May 1<sup>st</sup> the auditor complimented us for orderly record keeping and documents such as the reimbursement claim form. The Board congratulated Ms. Yaneck for the design of current expense reimbursement claim forms which the auditor had complimented. The auditor also scanned a copy of the External Assurance visit documentation that verified DVR’s records are complete and correct with no findings. The final visit is scheduled for July 30<sup>th</sup> to August 3<sup>rd</sup>.

#### PROGRAMS OF STUDY WEBSITE

DVR’s Programs of Study website will be [dvr-efe.info](http://dvr-efe.info), to share template information by district. Dr. Cothran designed the framework for the site and displayed the prototype for the Board. She previously showed the site to Administrative Council members, ISBE, and the Student Services Committee. The committee approved of the site, wants to link to it from each school’s home page, and will use with students in order to provide feedback. It is anticipated that the Programs of Study site will be available in the fall. The Administrative Council determined that the FY13 Program

Committee tasks should be centered around review of the knowledge and skills required in specific areas as decided by the Council. Dr. Cothran provided each Board member with his/her district's POS templates, each of which is specific to a certificate or degree.

#### FY12 CAREER CAMPS

Eleven camps are being offered this year. The Board received the list of camps and dates. Promotion is being done through printed brochures, the Career Camp website, and Facebook. Students are registering online through RevTrak. Dr. Cothran distributed the current status of registrations. A suggestion was made at yesterday's Administrative Council meeting to broadcast the information to parents via email.

#### OTHER

Dr. Cothran has provided the Administrative Council with brochures about 2012 summer jobs for students.

#### ADJOURNMENT

Dr. Lupo moved, Dr. Skinkis seconded the motion to adjourn the meeting at 9:45 a.m. All ayes; motion carried.