



## **Des Plaines Valley Region**

Partners in Education, Employment & Life-Long Learning  
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### BOARD OF CONTROL DES PLAINES VALLEY REGION AUGUST 18, 2010

#### MINUTES

##### ITEM I – ROLL CALL

Dr. Robert Lupo called the meeting of the Des Plaines Valley Region Board of Control to order at 8:07 a.m. on Wednesday, August 18, 2010 in room 230 at West 40 Intermediate Service Center, 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), Mr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Douglas Rudig (Elmwood Park Dist. 401), Dr. Patricia Granados (Triton College). Voting member absent: Dr. Nettie Collins-Hart (Proviso Dist. 209). Also present: Ms. Cheryl Antonich (Triton College), Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

##### ITEM II – APPROVAL OF MINUTES

Dr. Rudig moved, Dr. Robbins seconded the motion to approve minutes of the May 25, 2010 meeting. All ayes; motion carried.

##### ITEM III – APPROVAL OF CLOSED SESSION MINUTES

Dr. Rudig moved, Dr. Bonnette seconded the motion to approve minutes of the April 21, 2010 closed session. All ayes; motion carried.

##### ITEM IV – PRIOR BILLS LIST

Dr. Robbins moved, Dr. Rudig seconded the motion to ratify payment of bills from June and July 2010. Roll call vote.

Dr. Robbins – aye  
Dr. Bonnette – aye  
Mr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

##### ITEM V – NEW BILLS LIST

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

Dr. Robbins – aye  
Dr. Bonnette – aye  
Mr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

#### ITEM VI – REVENUE/EXPENSE REPORT

Board members received the current DVR revenue/export report for their information.

#### ITEM VII – PROGRAM OF STUDIES LOCAL IMPLEMENTATION GRANT

Dr. Cothran reported that she submitted a \$25,000 grant to assist Oak Park & River Forest and Proviso as they develop a local program of study in pre-engineering. It is anticipated that by next month we will know if the grant is approved. Dr. Cothran also reported highlights of the STEM for All conference she and Dr. Lupo attended recently.

#### ITEM VIII – JOINT AGREEMENT BUDGET

The Board received DVR's FY11 Joint Agreement Budget. At this time the Perkins grant Partnership for College & Career Success (PCCS) grant are approved; the Career & Technical Education Improvement (CTEI) grant has not yet been approved. Dr. Robbins moved, Dr. Rudig seconded the motion to approve the FY11 Joint Agreement Budget for DVR. Roll call vote.

Dr. Robbins – aye

Dr. Bonnette – aye

Mr. Isoye – aye

Dr. Rudig – aye

Dr. Lupo – aye

#### ITEM IX – SINGLE AUDIT

The Board previously approved a quote from Miller Cooper for the FY10 audit. It has been determined that DVR will require a single audit and therefore the auditing firm has submitted a quote for an additional \$4000 for the additional work. Dr. Bonnette moved, Dr. Rudig seconded the motion to reapprove Miller Cooper's quote for the DVR audit to include the cost of a single audit. Roll call vote.

Dr. Robbins – aye

Dr. Bonnette – aye

Mr. Isoye – aye

Dr. Rudig – aye

Dr. Lupo – aye

Dr. Bonnette requested that, due to the audit quote coming in two different times, for FY12 we request competitive bids again that are inclusive of all required work.

#### ITEM X – EXTERNAL ASSURANCE VISIT

In July 2010 DVR had received notification from ISBE that External Assurance would schedule a visit to DVR. ISBE's letter indicated that External Assurance would review records associated with DVR's former RCDT code. On August 12<sup>th</sup> Dr. Cothran received notification that DVR was removed from the FY10 schedule.

#### ITEM XI – FREEDOM OF INFORMATION ACT

The Board held its second reading of DVR's policy for Freedom of Information. Dr. Robbins moved, Dr. Rudig seconded the motion to approve the policy. Roll call vote.

Dr. Robbins – aye

Dr. Bonnette – aye

Mr. Isoye – aye

Dr. Rudig – aye

Dr. Lupo – aye

## ITEM XII – BOARD OF CONTROL CALENDAR

The Board revised the remainder of the FY11 meeting schedule. The following dates were agreed to.

Sept. 22 - BOC and Partnership

Oct. 27 - BOC

Nov. 17 - BOC and Partnership

Dec. 8 - BOC

Jan. 26 - BOC and Partnership

Feb. 23 - BOC

Mar. 23 - BOC and Partnership

Apr. 27 - BOC

May 18 - BOC and Partnership

June 22 - BOC

## ITEM XIII – DVR STAFF TRAINING FOR FOIA AND OPEN MEETINGS

With the Board's approval of the Freedom of Information policy, Dr. Cothran and Ms. Yaneck will register for training in both FOI and Open Meetings.

## ITEM XIV – REFLECTING ENCUMBERED FUNDS IN IWAS

The FY11 Perkins grant and CTEI grant require quarterly expenditure reports in IWAS.

Districts will need to provide the DVR office with documentation regarding encumbered funds in order for the expenditure report to be filed. Dr. Cothran presented the Board with a sample form for Administrative Council members to use indicating encumbered funds by grant for each quarter. Dr. Bonnette moved, Dr. Rudig seconded the motion to approve the form. All ayes; motion carried.

## ITEM XV – ISBE NEW PROGRAM APPROVAL SYSTEM (CTEC)

Dr. Cothran stated that she will attend a training session by ISBE for EFE directors on August 20<sup>th</sup> for ISBE's new on-line CTE program approval system (CTEC) which will replace the Illinois Student Information System. The new system utilizes state level course descriptions, thus eliminating regional courses. Also, data previously entered into the Illinois Student Information System (ISIS) will now be entered by each district through the Student Information System (SIS). Further details will be provided at the September Board of Control meeting.

## ITEM XVI – PERKINS NON-TRADITIONAL WORKSHOP

Non-traditional participation and completion are included in the Perkins grant core performance indicators. Last year Administrative Council members expressed interest in learning more about non-traditional careers. Dr. Cothran proposed a three-hour workshop for the Administrative Council to receive training on issues related to non-traditional participation and completion. Dr. Bonnette moved, Dr. Rudig seconded the motion to approve the workshop for the Council's meeting on September 9<sup>th</sup>. All ayes; motion carried.

## ITEM XVII – CTE TEACHER PROFESSIONAL DEVELOPMENT

In June Dr. Heather Sass conducted a professional development workshop for CTE teachers on the topic of standards-based instruction in CTE. For those who participated in June, possible dates for a follow-up workshop have been identified. Also, a separate workshop could be held for a second group. Dr. Robbins suggested that the Administrative Council assess possible interest and availability for dates when Dr. Sass may be available. Dr. Cothran will provide information and possible dates to the Council and will proceed with planning. A question was

raised as to whether DVR could provide funds for substitute teachers. The Board viewed a promotional video from the June workshop.

#### ITEM XVIII – TEACHER WORKPLACE EXPERIENCE RESULTS

The Board received a summary of the evaluations submitted by participants of the June 2010 Teacher Work Experience (TWE). The Board agreed that the FY10 program format should be continued. A promotional video about the TWE program was viewed.

#### ITEM XIX – FY10 CAREER CAMPS and

#### ITEM XX – FY11 CAREER CAMP RECOMMENDATIONS

Issues related to improving the career camps were discussed. Several students who signed up to participate in career camps did not show. There has not been established a minimum number of participants required to run each camp. Suggestions were made to collect a registration fee, either a flat fee or a fee based on the number of days and hours of the camp. Another issue involved one district promoting the Baking Camp as a special education experience. The camp instructors were not given advance notice and a SPED aide was not present in the class. Mr. Isoye suggested that Dr. Cothran visit his school to provide counselors information about the camps. A list of proposed camps for FY11 was presented. Dr. Bonnette moved, Mr. Isoye seconded the motion to approve the list as presented, to collect a registration fee of \$25, and to return the fee if the student completes the camp. All ayes; motion carried. Promotional videos have been produced about the summer 2010 camps. The Board viewed the Health Careers Camp video. Dr. Robbins suggested posting the videos on the school web sites.

#### ITEM XXI – FY11 PROGRAM CHAIRPERSONS' CONTRACTS

Copies of FY11 program chairpersons' contracts were distributed. The contracts and chairpersons are the same as in FY10. Dr. Bonnette moved, Mr. Isoye seconded the motion to approve the FY11 contracts. Roll call vote.

Dr. Robbins – aye

Dr. Bonnette – aye

Mr. Isoye – aye

Dr. Rudig – aye

Dr. Lupo – aye

#### ITEM XXII – COORDINATOR POSTINGS

The Board discussed the possibility of posting coordinator positions annually. Dr. Bonnette suggested that, if a coordinator is doing a good job that he/she should be kept in the position, and if he/she is not doing a satisfactory job then their performance should be dealt with in an evaluation. He added that the posting and interview process is unnecessary if current coordinators will be hired again. Dr. Lupo suggested keeping existing coordinators and posting new positions as well as posting positions if a current coordinator elects to step down. Mr. Isoye questioned how camps originate adding that the person who initiates a camp would be the coordinator rather than the position being posted. Ideas for new camps are brought to the DVR director who then presents the idea to the Board for approval.

#### ITEM XXIII – COORDINATOR JOB DESCRIPTIONS

The Board received coordinator's job descriptions from FY10. Dr. Cothran suggested that job responsibilities should include providing the DVR office with a list of attendees from each camp or program. For the next meeting, Dr. Bonnette suggested that Dr. Cothran provide the Board

with the format she recommends for job descriptions and forms related to each program (i.e. permission forms, etc.).

#### ITEM XXIV – COORDINATOR RATE OF PAY

The Board received the current list of coordinator positions and rates of pay for each. Each camp has different coordinator time requirements making it difficult to compare pay rates. Dr. Bonnette suggested that coordinators should include a summary of time spent coordinating their events. Dr. Bonnette moved, Dr. Robbins seconded the motion to maintain and approve the current rates of pay as listed. Roll call vote.

Dr. Robbins – aye  
Dr. Bonnette – aye  
Mr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

#### ITEM XXV – CLOSED SESSION

At 10:13 a.m., Dr. Rudig moved, Dr. Robbins seconded the motion to enter 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. Roll call vote.

Dr. Robbins – aye  
Dr. Bonnette – aye  
Mr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

At 10:25 a.m. Dr. Bonnette moved, Mr. Isoye seconded the motion to return to open session. Roll call vote.

Dr. Robbins – aye  
Dr. Bonnette – aye  
Mr. Isoye – aye  
Dr. Rudig – aye  
Dr. Lupo – aye

Dr. Rudig moved, Dr. Bonnette seconded the motion to approve the DVR Director's FY11 goals as written. All ayes; motion carried.

#### ITEM XVI – ADJOURNMENT

Dr. Bonnette moved, Mr. Isoye seconded the motion to adjourn the meeting at 10:27 a.m. All ayes; motion carried.