DES PLAINES VALLEY REGION
PARTNERS IN EDUCATION, EMPLOYMENT & LIFE-LONG LEARNING
c/o Triton College, Building M, Room M100
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION
BOARD OF CONTROL
JUNE 4, 2012

MINUTES

Dr. Kathryn Robbins called the meeting of the Des Plaines Valley Region Board of Control to order at 8:05 a.m. on Monday, June 4, 2012 in the Triton College Boardroom. Voting members present: Chairperson Dr. Kathryn Robbins (Leyden Dist. 212), Secretary Dr. Nettie Collins-Hart (Proviso Dist. 209), Dr. Kevin Anderson (Elmwood Park Dist. 401), Dr. Steven Isoye (Oak Park & River Forest Dist. 200), Dr. Robert Lupo (Ridgewood Dist. 234), Dr. Patricia Granados (Triton College). Vice Chairperson Dr. Kevin Skinkis (Riverside-Brookfield Dist. 208) arrived at 8:10. Also present: Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Lupo moved, Dr. Isoye seconded the motion to approve minutes of the May 11, 2012 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL MEETING MINUTES

The Board received minutes of the Administrative Council's April 12, 2012 meeting.

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 May DVR processed Perkins payments totaling $15,420.38. Dr. Isoye moved, Dr. Anderson seconded the motion to ratify payment of Perkins billing. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Dr. Robbins – aye

RATIFICATION OF INSURANCE PAYMENTS

DVR's insurance policies have a renewal date of May 22nd each year. As of the May 11th Board meeting DVR was still waiting for invoices for two of our policies. At that meeting the Board authorized DVR to process payment for insurance renewals upon receipt of invoices, to be ratified at the next Board meeting. In May DVR processed payment to Auto-Owners for $444.91 and Chubb & Son for $4,571.00. Dr. Lupo moved, Dr. Collins-Hart seconded the motion to ratify the two insurance payments. Roll call vote.

Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Dr. Robbins – aye

TEACHER WORKPLACE EXPERIENCE MOTOR COACH AGREEMENT

The Teacher Workplace Experience travel to businesses requires using motor coaches, which have been done each year. The Board received the contract for one day of service with Mid-America Charter Lines, which is the same company we have used in past years. Dr. Lupo moved, Dr. Isoye seconded the motion to approve the contract with Mid-America Charter Lines. Roll call vote.
Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – 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. Anderson moved, Dr. Collins-Hart seconded the motion to approve payment of the current bills list. Roll call vote.
Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Dr. Robbins – aye

AUTHORIZATION OF PAYMENT OF BILLS BEFORE AUGUST 2012 MEETING

Each year the Board has authorized DVR to pay bills that come due during months that the Board does not meet. It is anticipated that there will be bills to be paid during the months of June and July, 2012. Dr. Lupo moved, Dr. Isoye seconded the motion to approve payment of bills received after the June 4th meeting until the August 2012 meeting, with ratification of the payments in the August meeting. Roll call vote.
Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Dr. Robbins – aye

FY12 FOURTH QUARTER SALARY/BENEFITS REIMBURSEMENT TO LEYDEN

DVR reimburses Leyden District 212 for DVR staff salaries and benefits on a quarterly basis. At the close of each quarter the amounts to be reimbursed for Local Budget salaries and benefits as well as CTEI grant salary are calculated. The Board approves the reimbursement, and the authorization letter signed by the Board is forwarded to the Leyden Business Office so that District

212 can withdraw the appropriate funds from DVR's bank account. The FY12 fourth quarter salary and benefits reimbursement will be calculated after the final pay period in June. Dr. Collins-Hart moved, Dr. Granados seconded the motion to approve 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. Roll call vote.
Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – 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.

FY13 BUDGET LINES
At the April 18th meeting the FY13 local budget was presented and approved. The budget included a contingency line in the amount of $11,537 to cover the FY13 Education Foundation. The total approved budget for FY13 was correct, but the local contribution match calculation was $30.00 short. Therefore, due to this discrepancy, rather than distribute the remaining $30 across the local match contributions, Dr. Cothran recommended increasing the contingency line by $30 to cover this in the budget. Therefore the contingency line will be listed as $11,567. Dr. Skinkis moved, Dr. Anderson seconded the motion to list the contingency line as $11,567. Roll call vote.
Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Dr. Robbins – aye

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 to-date.

HEALTH CAREERS CAMP TRANSPORTATION AGREEMENT
The Health Careers Camp requires transporting students to businesses during the three-day camp. The Board received the contract for services provided by A&B Bus Service. Dr. Lupo moved, Dr. Isoye seconded the motion to approve the contract with A&B Bus Service. Roll call vote.
Dr. Skinkis – aye
Dr. Collins-Hart – aye
Dr. Anderson – aye
Dr. Isoye – aye
Dr. Lupo – aye
Dr. Granados – aye
Dr. Robbins – aye

FY13 DVR PROGRAM COMMITTEE CHAIRPERSONS AND JOB POSTING
DVR contracts annually for the positions of Program Committee Chairpersons. Previously the Board agreed that persons serving as chairpersons/coordinators could continue in their positions if

they wished to do so. For 2012-13, the following have agreed to continue in their current positions: Business Education – Karen Bear (Elmwood Park), and Family & Consumer Science – Valarie Berger (Leyden). Based on past practice, the Student Services Committee Chairperson position rotates each year. The 2012-13 Chairperson will be Sarah VenHorst (OPRF). Steve Silca is resigning as Chairperson of the DVR Industrial Technology Program Committee and a new chairperson will be needed for FY13. The Board received the job description which will be posted for 30 days. Contracts for all four chairpersons will be brought to the Board for approval at the August 2012 meeting. Dr. Collins-Hart moved, Dr. Lupo seconded the motion to post the Industrial Technology Chairperson position for 30 days. All ayes; motion carried.

FY12 CAREER CAMPS

We are offering 11 summer career camps for students of DVR schools, and 93 students are registered. The Board received a list of the 11 camps, the dates, funding source, 2012 enrollment, and a comparison to 2011 enrollment. Dr. Cothran reported that the one student registered for Stop, Drop & Enroll is being given the opportunity to switch to Health Careers since Stop, Drop & Enroll will be cancelled due to lack of enrollment. Dr. Cothran also informed the Board that one student has requested to switch from Social Networking to There's An App For That, and that there are two other students who want to register despite the fact that registration has closed. The Board agreed that the one student should be allowed to switch and the two additional students should be allowed to register. The Board also received a list of 2011 camps that were cancelled due to lack of enrollment.

FY12 TEACHER WORKPLACE EXPERIENCE

The Teacher Workplace Experience is scheduled for June 12-13, 2012. Karen Bear, Elmwood Park High School, is again coordinating the program. The following are confirmed participants:

Leyden: Katie Diebold, Frank Holthouse, Roger Reiner

Elmwood Park: Marcia Bernas, Toni Memmel, Jim Melich

OPRF: Nancy Bardo, Doug Belpedio, Pete Hostrawser

Proviso: Shaurae Winfield

Riverside-Brookfield: Patti Farlee, Kathy Peterson

As is done each year, DVR has registered these names with ISBE for the Instructor Practicum Insurance so they are covered on this trip.

GRANT ENDING DATES FOR FY12 CTEI AND PERKINS

Due to Federal review of ISBE, the reimbursement policy on Federal grants was changed from amounts scheduled monthly in advance, to a reimbursement of paid expenses to be claimed prior to the 20th of each month. Dr. Cothran reported that she inquired at ISBE regarding closing out the FY12 grants, knowing we may not have all final reimbursement claims before June 20th. The question was whether the new payment system would allow for July reimbursement of final claims. ISBE responded that they did not have a process in place to allow for this and initially stated they would discuss this issue on May 31st. ISBE subsequently reconsidered that response and issued a broadcast email to EFEs stating we could extend our close-out dates, if the request was filed prior to May 31st, in order to get all final reimbursements processed under the new system. This does not alter the requirement that all spending be completed by June. Dr. Cothran filed the request per ISBE's guidelines and extended the end date for Perkins to August 31st to allow time for DVR to process final reimbursements under the new system. She also extended the date for CTEI, per ISBE recommendations, because we have not received reimbursements since April 30th and we have three equal payments of $6,328 remaining to be received.

FY13 PERKINS GRANT APPROVAL

On May 21, 2012 ISBE issued revised FY13 budget allocations, based on the most recent Federal cuts. DVR's FY13 Perkins budget is $515,617 which is a decrease from $520,952. Dr. Cothran provided the Board with the distribution of the FY13 budget. In submitting the revised budgets in IWAS, Dr. Cothran is also completing corrections to the original submission as requested by ISBE. It is hoped that the amendment will be submitted today.

FY13 BOARD OF CONTROL OFFICERS

Per Board Policy #8300, Board officers are elected based on district rotation in the following order: Leyden, Riverside-Brookfield, Proviso, Elmwood Park, Oak Park & River Forest, Ridgewood, Triton College. Officers for the 2012-13 school year, effective July 1, 2012 are Chairperson Dr. Kevin Skinkis (Riverside-Brookfield), Vice Chairperson Dr. Nettie Collins-Hart (Proviso), and Secretary Dr. Kevin Anderson (Elmwood Park). Dr. Isoye moved, Dr. Lupo seconded the motion to approve the FY13 Board of Control officers. All ayes; motion carried.

FY13 MEETING START TIMES

At the May 11th meeting the Board finalized FY13 meeting dates. There was also agreement regarding changing the start time to 9:00 a.m. due to district Board of Education meetings on nights prior. However, at that time we did not have the School/College Partnership meeting dates, which we have now received and are as follows.

Aug. 15	Board of Control – 9:00
Sept. 5	SCP and Board of Control
Oct. 24	Board of Control – 9:00
Nov. 14	SCP and Board of Control
Dec. 19	Board of Control – 9:00
Jan. 16	SCP and Board of Control
Feb. 6	Board of Control – 9:00
Mar. 20	SCP and Board of Control
Apr. 17	Board of Control – 9:00
May 15	SCP and Board of Control
June 19	Board of Control – 9:00

The Board agreed that on dates when the School/College Partnership also meets, the meetings will begin at 8:00 a.m.

EDUCATION FOUNDATION MEETING DATES

Dr. Cothran submitted the revised documents to The Law Project. Presently she is awaiting information back from them regarding an attorney and therefore we are not yet ready to file the Articles of Incorporation. In the event that notification is received from The Law Project that no changes are required, each district will need copies as quickly as possible for the districts to go through the approval processes. Otherwise this step would be addressed when school resumes. If we are able to move ahead with the DVR Education Foundation in FY13, we would be meeting on a quarterly basis. Board members indicated a preference for having the Education Foundation meeting following the Board of Control meeting. In order to avoid scheduling on the days the School/College Partnership will also meet, at Dr. Cothran's recommendation the Board agreed to tentatively schedule the quarterly Education Foundation Board meetings on October 24, February 6, April 17, and June 19. The Education Foundation would meet for approximately one hour following the Board of Control meeting.

FY13 CONSOLIDATED CALENDAR

Board members received the regional consolidated calendar which includes dates such as Board of Control meetings, School/College Partnership meetings, School/College Partnership Workshop, Administrative Council meetings, Heather Sass workshops, and important dates identified in the individual districts' school calendars. Career Camps and Teacher Workplace Experience are requested for the week of June 17th when all schools are out (dates for both will be determined). Dr. Skinkis moved, Dr. Anderson seconded the motion to adopt the FY13 consolidated calendar. All ayes; motion carried.

EDUCATION FOUNDATION BOARD – BUSINESS AND INDUSTRY MEMBER PROSPECTS

We have been looking for possible members of Business & Industry to invite to the DVR Education Foundation Board. Dr. Cothran reported that Bruce Braker is no longer with TMA. She is using our STEM advisory to seek input on potential contacts. One member of the DVR Regional Business Advisory has suggested two persons and agreed to send a letter of introduction on which Dr. Cothran could follow-up to discuss the DVR Foundation. The Board received brief information on the two prospects, Jerry Rocco and William Blakely.

SUMMER OFFICE HOURS

Triton College has summer hours in which the majority of buildings, including the M Building, are closed on Fridays. This impacts security coverage and environmental controls. In order to be compatible with the constraints of Triton summer hours, again this year the DVR office will shift to a summer hours schedule as follows.

School year office hours 7:30 – 3:30 Monday through Friday.

Summer hours 7:00 – 4:15 Monday through Thursday, closed on Friday.

Since Ms. Yaneck has a home office, she has the latitude to follow normal school year hours during the summer and work from home on Fridays. Dr. Skinkis moved, Dr. Anderson seconded the motion to approve the summer office hours. All ayes; motion carried.

ADJOURNMENT

Dr. Isoye moved, Dr. Skinkis seconded the motion to adjourn the meeting at 8:45 a.m. All ayes; motion carried.