



Des Plaines Valley Region

Partners in Education, Employment & Life-Long Learning
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DES PLAINES VALLEY REGION (DVR) BOARD OF CONTROL FEBRUARY 3, 2010

MINUTES

ITEM I – ROLL CALL

Dr. Attila J. Weninger called the meeting of the Des Plaines Valley Region Board of Control to order at 8:30 a.m. on Wednesday, February 3, 2010 in Room B204/210 at Triton College. Voting members present: Chairman Dr. Attila J. Weninger (Oak Park & River Forest), Vice Chairman Dr. Robert Lupo (Ridgewood), Secretary Dr. Kathryn Robbins (Leyden), and Dr. Nettie Collins-Hart. Ms. Toni Wurch represented Dr. Douglas Rudig (Elmwood Park), and Ms. Cheryl Antonich represented Dr. Patricia Granados (ex-officio, Triton College). Dr. David Bonnette (Riverside-Brookfield) arrived at 9:45 a.m. Also present: Dr. Anne Cothran (DVR) and Ms. Denise Yaneck (DVR).

ITEM II – APPROVAL OF MEETING MINUTES

Dr. Weninger moved, Dr. Lupo seconded the motion to approve minutes of the December 9, 2009 meeting. All ayes; motion carried.

ITEM III – PRIOR BILLS LIST

At the December 9, 2009 meeting, the Board authorized the DVR office to process payment for bills received between that meeting and the current meeting. The Board received a listing of bills paid. Dr. Lupo moved, Dr. Collins-Hart seconded the motion to ratify payment of bills from December and January. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Collins-Hart – aye
Ms. Wurch – aye
Dr. Weninger – aye

ITEM IV – NEW BILLS LIST

The Board received a listing of current bills to be paid. Dr. Weninger noted that District 200 incurred a fee for their legal firm to review contracts between DVR and TRV Enterprises. Dr. Robbins moved, Dr. Lupo seconded the motion to approve payment of current bills. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Collins-Hart – aye
Ms. Wurch – aye
Dr. Weninger – aye

ITEM V – FY09 FINAL AUDIT

Discussion of this item was delayed until later in the meeting when the auditor would be present.

ITEM VI – FY10 YEAR-TO-DATE BUSINESS OFFICE REPORT

Dr. Cothran stated that FY09 and FY10 accounts have been separated. Payroll line items are still to be adjusted. Dr. Weninger acknowledged the support that Leyden's business office has provided to DVR.

ITEM VII – DVR CLERICAL JOB DESCRIPTION AND EVALUATION

The Board held a first reading of the DVR Clerical Job Description and Evaluation instrument, both of which have been updated. Second reading will take place at the March 2010 meeting.

ITEM VIII – DVR EQUIPMENT DISPOSITION

Dr. Cothran reported that Administrative Council members were made aware of the computers DVR has available. Superintendents indicated they had referred the equipment availability to their technicians. No schools submitted bids. Dr. Cothran followed up on the idea requested by the Board in the last meeting of selling the items on e-Bay which would require setting up an e-Bay account as a business, providing bank account information, and paying fees and shipping costs when selling on the web site. She raised the question of opening a second bank account for this purpose and then closing the account upon sale of the items. Rather than selling on e-Bay, the Board agreed that specs on each computer will be provided to each superintendent who will forward the information to all staff members to bid on the items. Bids are due in two weeks and must be a minimum of \$50. Also, Ms. Karen Schmidt is interested in purchasing one of the laptops, and if no one in the schools submits a bid then she would be able to bid.

ITEM IX – FY10 PUBLIC RELATIONS CONTRACT APPROVAL

The Board received copies of the proposed contracts with TRV Enterprises, for DVR web site work and outreach materials. On the web site contract, TRV will work with teachers who need hours in web site work. The cost rate has not changed and the total cost is comparable to previous contracts. Dr. Robbins moved, Dr. Collins-Hart seconded the motion to approve FY10 contracts with TRV Enterprises. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Collins-Hart – aye
Ms. Wurch – aye
Dr. Weninger – aye

ITEM X – DACUM PROCESS FOR OCTOBER WORKSHOP and

ITEM XI – DACUM TRAIN THE TRAINER WORKSHOP

Discussion on the DACUM topic included the following comments.

The Board's general consensus at the December meeting was to pursue further the DACUM topic, but some superintendents wanted more information before committing to the topic. With the train-the-trainer model, it is better to work with persons who have volunteered as opposed to appointing persons to be trained.

Dr. Cothran noted the Perkins legislation's requirement regarding programs of study.

The State requires a five-year cycle for review of our programs; DACUM would provide the process through which program review is conducted. DACUM is only the process, not the content.

Dr. Collins-Hart noted that October is a busy month, and she questioned whether some of the activities could take place during summer months. The October workshop could be an extension of what is started in the summer. She stated that if her district does not utilize DACUM in the summer, they will not use the process at all.

Dr. Lupo and Dr. Robbins stated that their districts will not utilize DACUM.

Ms. Wurch stated that more information is needed before her district would commit to DACUM. If DACUM is not the topic for the October workshop, what are the districts' needs regarding the CTE programs we offer?

A question was raised as to what will be required of schools when the Secondary Education Act and NCLB are reauthorized. Concerns have been raised regarding the time and effort that will be required for the DACUM process.

The Board briefly discussed issues that could impact the schools, STEM, and possible elimination of grants such as Partnerships for College and Career Success.

The Board agreed not to pursue DACUM for the October workshop. Dr. Robbins recommended keeping the two days in October on the calendar since there is still time to identify a main topic and keynote speaker. The Board directed Dr. Cothran to investigate possible topics. Some ideas were discussed as possible models including NSERVE's Technology Center visit, Dr. Grosser's Golden Apple training for problem based lessons, and HSTW special workshops for curriculum design. Dr. Robbins recommended asking the Administrative Council for ideas at their meeting tomorrow.

A question was raised as to whether it is worthwhile to train trainers in those districts that want to use the DACUM process.

A question was raised as to whether there are funds available for curriculum work.

Dr. Cothran stated that curriculum work could be done in June and July under the CTEI grant due to the grant's extension. Funds originally allocated for the Student and Staff Integrated Learning Experience program, which are approximately \$15,000 in CTEI and \$10,000 in Carl Perkins, can be used after determining how much of these funds are needed for teachers' work related hours. Districts could access the available \$25,000, but there is a question of how much to allocate per district. Dr. Lupo suggested an equitable allocation per district and to reallocate if a district does not access the funds.

Dr. Weninger summarized the conversation indicating agreement that DACUM will not be the topic of the workshop and that the October dates will remain on the calendar. West 40 facilities will be utilized to reduce costs for the workshop, whatever topic is decided upon.

ITEM XII – PHASE OUT OF ARTICULATION AGREEMENTS

At the December meeting, the Board had received a draft copy of a letter from Triton regarding documenting phasing out articulation agreements between the DVR high schools and Triton College. The letter had been revised per Board input at that meeting. Board members received and accepted a revised copy of the letter.

XIII – CAREER CAMPS

Triton staff members have proposed eliminating expos. Instead, career camps can be offered, some of which will provide students the opportunity to earn credentials. A draft brochure was presented identifying potential career camps. All Superintendents agreed they liked the Career Camp concept. Dr. Lupo moved, Dr. Robbins seconded the motion to discontinue expos and to develop and implement career camps, without necessarily approving specific camps at this time. All ayes; motion carried.

ITEM IV – PROGRAMS OF STUDY SUMMIT

In a collaborative effort among EFE regions, the Programs of Study Summit is scheduled for February 18th and will be held at Moraine Valley Community College. Dr. Cothran has served on the planning committee. As of yesterday, the following numbers of persons have registered from our region: Proviso 2, Leyden 1, Elmwood Park 1, Ridgewood 1, Riverside-Brookfield 1, Oak Park & River Forest 0, and 2 deans from Triton. Several faculty from Triton were registered but have cancelled. Registration closes this Friday. A question was raised as to whether this is a State requirement. Dr. Cothran responded that working on Programs of Study is a requirement, and this event was designed to help people become more familiar with Programs of Study, but is not itself a requirement. People from around the state have expressed interest in attending. It might be possible to record portions of the Summit for posting on the Internet.

ITEM XV – TEACHER WORK RELATED HOURS

Dr. Cothran developed a budget, spanning four years, for teachers to get work hours in Web Design. Teachers have not determined how they wish their hours to be distributed over this time period. The proposed budget is for the current list of teachers. Adding more teachers over the years will require additional budgeting. Dr. Collins-Hart moved, Dr. Robbins seconded the motion to approve the budget for teacher work related hours. Roll call vote.

Dr. Lupo – aye
Dr. Robbins – aye
Dr. Collins-Hart – aye
Ms. Wurch – aye
Dr. Weninger – aye

ITEM XVI – TEACHER SALARY CAP

Background information was provided on DVR's grants' teacher salary cap which is determined by the State. The Board asked for clarification as to whether the cap applies to both salary and benefits or salary only. Dr. Cothran will seek clarification of this question. Presently one district in the region is inquiring as to how much of their grant funds can be used for teacher salaries. We first must determine how much each district would qualify for, therefore the Board agreed to bring CTE teacher salary totals to the next meeting. Dr. Cothran will provide schools with their list of approved courses in order to determine which CTE teachers can be included.

ITEM V – FY09 FINAL AUDIT

Ms. Kay Nees, representing DVR's audit firm of Baker Tilly Virchow Krause, was present to review and discuss the FY09 Audit and the Management Discussion and Analysis. Fluctuations in revenue and expenditures from year to year are due to timing of payments and receipt of

revenue. Ms. Nees also discussed the report on internal controls which specifically notes that DVR does not have a staff member who can prepare the financial statements, DVR relies on the Township Treasurer for specific tasks, and there is a lack of segregation of duties, all of which are due to the small size of the organization. The Board consented to the fact that these deficiencies will exist due to the small number of DVR staff. Ms. Nees was asked whether she had any specific recommendations for DVR; she stated she had none.

ADJOURNMENT AND MOVE TO CLOSED SESSION

At 9:25 a.m., Dr. Lupo moved, Dr. Robbins seconded the motion to adjourn. All ayes; motion carried.