

**Items Requiring Consideration for Action: June 30, 2010**

1. Minutes:  
*April 27, 2010, Executive Committee*
  
2. Financial Reports:  
*Expenditures and revenue – July 1, 2009 through June 30, 2010*  
*Vendor Bills – June 4, 18, and 30, 2010*
  
3. Director's recommendations Iris Flahive FY11 Salary.  
*Recommendation: 2% increase resulting in a salary of \$43,394 (an increase of \$850).*
  
6. Adjourn

# TREES Executive Committee Meeting Agenda

Wednesday, June 30, 2010 – 7:30 AM – Silver Spoon

1. Call to order (Pat Halloran, Chair)

2. Roll Call

3. Approval of the Minutes and Financial Reports (action item)

- 1) \*Minutes of April 27, 2010
- 2) \*Expenditures and Revenue – July 1, 2009, through June 30, 2010
- 3) \*Vendor Bills – June 4, 18, and 29, 2010

4. Communications from the Public (none)

5. Director's Reports

- 1) Contractual Services
  - i) School-To-Apprenticeship (Don Kaufman, Coordinator)
  - ii) BEST Programs of Study/PCCS (Neal Kauffman, Manager)
    - (1) \*Graph of Dual Credit Enrollment
    - (2) \*Chart of Dual Credit Data
- 2) Director's information
  - i) ISBE
    - (1) FY10 Grants
      - (a) Ag (paid in full on 6/28/10 – \$3534)
      - (b) Career and Technical Education Improvement Grant (received \$295,000 on 6/25/10)
      - (c) Perkins (paid in full on 6/21/10 – \$5000)
    - (2) FY11 Grants
      - (a) Ag – In light of ISBE's Budget, the Ag Grant is effectively terminated. However, ISBE is urging schools to prepare the grant as in the past.
      - (b) CTEI Grant
      - (c) Perkins
  - ii) Staff Development
  - iii) \*Strategic Activities

6. Old Business

- 1) Director search
  - i) Offer to Brian Gordon
  - ii) Contract for Brian Gordon
  - iii) Just in case...
  - iv) Interim Director's Duties
    - (1) Perkins Budget Amendment
    - (2) Perkins Expenditure Report
    - (3) CTEIG Expenditure Report
    - (4) Approve Payments
- 2) Iris's salary for FY11 (**action item**)
- 3) Items from the floor

7. New Business

- 1) Select Chair-elect for the Executive Committee
- 2) Items for the next meeting on July 22, 2010
  - i) Approve contract for new Director
- 3) Items from the floor

8. Adjourn (action item)

# Three Rivers Education for Employment System #100

## **Executive Committee Meeting Minutes**

Tuesday, April 27, 2010 – 7:30 AM – Silver Spoon

1. **Call to order** (Pat Halloran, Chair) – *Pat called the meeting to order at 7:35 AM.*

2. **Roll Call** – *Iris Flahive called the roll and reported the following people present: Richard Decman (Gardner S. Wilmington), Pat Halloran (Morris), Jay Plese (Wilmington), Sandra Doeber (Lemont) and Don Smoot (TREES).*

3. **Approval of the Minutes and Financial Reports** (action item)

- 1) \*Minutes of February 25, 2010
- 2) \*Expenditures and Revenue – July 1, 2009, through April 23, 2010
- 3) \*Vendor Bills – April 9, and April 23, 2010

*Motion: Richard Decman (Gardner S. Wilmington) moved to accept the minutes and financial reports as presented and to approve the payment of the vendor bills.*

*Second: Jay Plese (Wilmington)*

*Discussion: None*

*The Chair asked for a roll call vote and, upon hearing the results, declared the motion "passed".*

*Gardner S. Wilmington – yes*

*Lemont – yes*

*Morris – yes*

*Wilmington – yes*

4. **Communications from the Public** (none)

5. **Director's Reports**

1) Contractual Services

i) School-To-Apprenticeship (Don Kaufman, Coordinator)

(1) STA Banquet, April 28 – *Don said the STA Student/Parent Inservice is tomorrow at the Electricians Hall in Joliet.*

(a) \*Agenda – *Don discussed the meeting invited the Superintendents*

ii) Best Programs of Study/PCCS (Neal has met with 6 Advisory Boards – includes HS staff) – *Don said Neal is busy with the advisory groups and using the meetings to renew and establish dual credit agreements.*

2) Director's information

i) ISBE

(1) FY10 Grants

(a) Ag (No money)

(b) Career and Technical Education Improvement Grant (Three payments)

(c) Perkins (Money flowing as scheduled)

(2) FY11 Grants – *Don reported that ISBE is advising the System Directors to proceed with completing the grants as in the past.*

(a) Ag

(b) CTEI Grant

(c) Perkins

(\* \*\* Information concerning the item is included in the meeting packet.)

- ii) Staff development
  - (1) \*Business Ed Teachers, April 19 – Don reported the attendance at staff development meetings decreased dramatically this year. The committee discussed different solutions. Dr. Doeberst said it is extremely difficult to find subs for CTE teachers. The Executive Committee suggested paying the teachers stipends for staff development work during the summer.
  - (2) Concrete Design Workshop, April 27 – Don stated that today is the Concrete Design staff development workshop in Bourbonnais.
- iii) \*Strategic Activities – Don reported on his activities since the last meeting. The major items included the Skills USA contest in Springfield and the Illinois Task Force to Streamline Education Services in Bloomington.

**6. Old Business**

- 1) Items from the floor – None

**7. New Business**

- 1) Salary for Iris – Don said Iris was meeting with IMRF this week. The retirement rules for Iris have changed since Iris's last contract was approved. Don asked that we wait until the June meeting to set a salary for FY11.
- 2) Items for the Items for next meeting on May 27, 2010, full Administrative Council
  - i) FY11 Grant Budgets – Don stated that they will be presented at the next meeting.
  - ii) FY11 Officers and Executive Committee
    - (1) Chair, Rich Decman
    - (2) Chair-elect – The Committee discussed the position and asked Don to contact Dave Regua.
    - (3) Secretary (one-year term) – Jay said he would like to continue as the secretary.
    - (4) At-large Committee Member (one year term) – Sandra said she would serve an additional year.
    - (5) At-large Committee Member (two year term) – Pat said he would fill the two year term/
  - iii) TREES Calendars
- 3) Items from the floor – None.

**8. Adjourn (action item)**

The Chair asked if anyone had other items for consideration, and upon hearing none, called for a motion to adjourn.


Motion: Richard Decman (Gardner S. Wilmington) moved to adjourn the meeting

Second: Jay Plese (Wilmington)

Discussion: None

The Chair asked for a voice vote, and upon hearing the results, declared the meeting adjourned at 8:25 AM.

Respectfully submitted,

  
 Iris Flahive,  
 Recording Secretary

### June 30, 2010 Revenue & Expenditure Report

Description	Acct. #	AG		CTEIG		Budget Amt		Balance		General		Budget Amt		Balance	
		Budget Amt	Balance	Budget Amt	Balance	Budget Amt	Balance	Budget Amt	Balance	Budget Amt	Balance	Budget Amt	Balance	Budget Amt	Balance
Professional Services	1000-314	0.00	0.00	9,800.00	11,000.00	1,200.00	0.00	0.00	0.00	0.00	0.00	720.00	1,500.00	780.00	0.00
Meeting Costs	1000-333	0.00	0.00	812.54	0.00	(812.54)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Materials	1000-400	0.00	0.00	0.00	5,421.00	5,421.00	0.00	0.00	0.00	0.00	0.00	808.70	1,000.00	191.30	0.00
Equipment	2120-500	0.00	0.00	0.00	3,066.00	3,066.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POS Coordinator	2210-100	0.00	0.00	25,600.00	25,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POS Coordinator, Benefits	2210-200	0.00	0.00	8,543.00	8,543.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	2210-314	0.00	0.00	3,040.00	10,500.00	7,460.00	0.00	0.00	0.00	0.00	0.00	15,660.95	18,000.00	2,319.05	0.00
Professional & Technical	2210-319	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	2210-332	0.00	0.00	574.50	5,620.00	5,045.50	0.00	0.00	0.00	0.00	0.00	10,736.45	9,340.00	(1,396.45)	0.00
Meeting Costs	2210-333	0.00	0.00	2,585.03	2,817.00	231.97	0.00	0.00	0.00	0.00	0.00	6,788.57	3,000.00	(3,788.57)	0.00
Advertising	2210-350	0.00	0.00	41.65	1,719.00	1,677.35	0.00	0.00	0.00	0.00	0.00	17.85	1,500.00	1,482.15	0.00
Workers Comp & Employers Liability Ins	2210-380	0.00	0.00	180.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Photocopying	2210-391	0.00	0.00	552.08	665.00	112.92	0.00	0.00	0.00	0.00	0.00	3,530.61	5,759.00	2,228.39	0.00
Supplies & materials	2210-400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Software	2210-470	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salary, Director	2300-111	0.00	0.00	76,914.18	76,951.00	36.82	9,160.50	8,972.00	(188.50)	0.00	0.00	0.00	0.00	0.00	0.00
Salary, Secretary	2300-113	0.00	0.00	6,542.89	6,627.00	84.11	6,570.58	6,594.00	23.42	0.00	0.00	0.00	0.00	0.00	0.00
TRS, Director	2300-211	0.00	0.00	8,476.71	8,477.00	0.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IMRF, Secretary	2300-212	0.00	0.00	681.40	691.00	9.60	719.06	638.00	(81.06)	0.00	0.00	0.00	0.00	0.00	0.00
FICA, Secretary	2300-213	0.00	0.00	408.72	422.00	13.28	529.98	409.00	(120.98)	0.00	0.00	0.00	0.00	0.00	0.00
Medicare, Dir/Sec	2300-214	0.00	0.00	1,211.06	1,215.00	3.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Life Insurance Dir/Sec	2300-221	0.00	0.00	138.00	138.00	0.00	70.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical Insurance	2300-222	0.00	0.00	14,489.00	14,523.00	34.00	3,518.56	3,519.00	0.44	0.00	0.00	0.00	0.00	0.00	0.00
THIS	2300-222	0.00	0.00	1,248.52	1,248.00	(0.52)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuition Reimbursement	2300-230	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract for Services	2300-314	0.00	0.00	0.00	0.00	0.00	1,726.24	1,500.00	(226.24)	0.00	0.00	0.00	0.00	0.00	0.00
Audit Services	2300-317	0.00	0.00	0.00	0.00	0.00	4,400.00	4,500.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Repair & Maint	2300-323	0.00	0.00	0.00	0.00	0.00	3,300.57	4,000.00	699.43	0.00	0.00	0.00	0.00	0.00	0.00
Office Rent	2300-325	0.00	0.00	0.00	0.00	0.00	9,312.00	9,312.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (also SPC sec)	2300-332	0.00	0.00	0.00	0.00	0.00	1,194.85	1,000.00	(194.85)	0.00	0.00	0.00	0.00	0.00	0.00
Board Meeting Costs	2300-333	0.00	0.00	0.00	0.00	0.00	1,633.44	2,750.00	916.56	0.00	0.00	0.00	0.00	0.00	0.00
Postage	2300-340	0.00	0.00	0.00	0.00	0.00	348.98	400.00	51.02	0.00	0.00	0.00	0.00	0.00	0.00
Telephone Costs	2300-341	0.00	0.00	0.00	0.00	0.00	1,480.80	2,000.00	519.20	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	2300-350	0.00	0.00	0.00	0.00	0.00	262.50	500.00	237.50	0.00	0.00	0.00	0.00	0.00	0.00
Directors & Officers Insurance	2300-380	0.00	0.00	0.00	0.00	0.00	2,085.00	2,085.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers Comp & Employers Liability Ins	2300-381	0.00	0.00	626.34	570.00	(56.34)	439.00	439.00	0.00	0.00	0.00	288.00	202.00	(86.00)	0.00
Unemployment Insurance	2300-382	0.00	0.00	0.00	0.00	0.00	162.76	62.00	(100.76)	0.00	0.00	0.00	0.00	0.00	0.00
Business Owners Package Policy	2300-383	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office supplies	2300-400	0.00	0.00	0.00	0.00	0.00	855.68	100.00	(755.68)	0.00	0.00	0.00	0.00	0.00	0.00
Professional Mags/Materials	2300-440	0.00	0.00	0.00	0.00	0.00	125.53	300.00	174.47	0.00	0.00	0.00	0.00	0.00	0.00
Software	2300-470	0.00	0.00	0.00	0.00	0.00	506.61	1,000.00	493.39	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	2300-543	0.00	0.00	0.00	0.00	0.00	2,632.00	3,000.00	368.00	0.00	0.00	0.00	0.00	0.00	0.00
Dues & Fees	2300-640	0.00	0.00	0.00	0.00	0.00	102.51	1,500.00	1,397.49	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges/bookkeeping	2520-311	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transit	4140-720	3,534.00	3,534.00	421,504.00	1,472,461.00	1,050,957.00	598.94	0.00	(598.94)	0.00	0.00	713,320.00	713,320.00	0.00	0.00
Reimbursement		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures		3,534.00	3,534.00	563,969.64	1,668,388.00	1,084,418.36	52,436.09	56,650.00	4,213.91	0.00	0.00	791,055.36	792,578.00	1,522.64	0.00
Interest on Investments	1510						633.11	2,500.00	(1,866.89)						
Payment from other LEA's	1991						4,965.77	2,500.00	2,465.77						
Local Fees (Admin Assessment)	1993						78,561.00	78,020.00	541.00						
Reimbursement	1999						602.44	-	602.44						
Vocational Ed Coordination Grant	3210														
VE-Perkins-Title IIC Secondary	4745														
Total Revenue		3,534.00	0.00	833,443.00	1,652,943.00		84,792.32	83,020.00				792,578.00	792,578.00		
Total Expense				771,099 to 630,010	\$ 1,450,995.09	Total Income	771,099 to 630,010	\$ 1,714,347.32						Balance 6/30	\$ 367,889.44
Account balance's		0.00		\$ 249,473.36		\$ 32,356.23		\$ 1,522.64							

\*End of Year balance for FY09 \$ 84,537.21  
 \*Does not include \$25,391 of FY10 received in '09

Three Rivers Education for Employment System  
Vendor Bills June 4, 2010

Account	Class	Memo	Source Name	Amount
Local	Repair & Maintenance	May copier usage	McGrath	171.47
Local	Telephone	Phone Service 4-28/5-25-10	PAETEC	121.04
		Total Expenditures		292.51

6-2-10 *Mutan*  
 Date Approved: Dr. Pat Halloran, Chair of Administrative Council

6/2/10 *Don Smoot (H)*  
 Date Approved: Don Smoot, Director

**Three Rivers Education for Employment System  
Vendor Bills June 18, 2010**

Account	Class	Memo	Source Name	Amount
Local	Contract for Services	Water for office	Green Valley Distributors	\$ 30.50
Local	Contract for Services	Attorney Fees	Morris CHSD #101	\$ 1,097.00
Local	Travel	January/June travel	Iris Flahive	\$ 677.96
Perkins	Supplies & Materials	Office Supplies	Office Depot	\$ 41.30
Perkins	Travel	TREES shirts	Chris Blackburn	\$ 141.51
Perkins	Travel	IACTE Conference	Chris Blackburn	\$ 105.00
		Total Expenditures		\$ 2,093.27

6-21-10  
Date

*Pat Halloran*  
Approved: Dr. Pat Halloran, Chair of Administrative Council

6/17/2010  
Date

*Don Smoot*  
Approved: Don Smoot, Director

**Three Rivers Education for Employment System  
Vendor Bills June 30, 2010**

Account	Class	Memo	Source Name	Amount
Ag	Transist	Grant Payment	Lincoln-Way	\$ 1,582.00
Ag	Transist	Grant Payment	Minooka	\$ 1,952.00
Local	Liability Insurance	Liability Insurance one year	Behnke & Co	\$ 2,085.00
Local	Prof Mags/Materials	Newspaper subscription	Herald-News	\$ 29.25
Local	Supplies	Reimbursement	Dan Kreidler	\$ 75.00
Perkins	Food Related Expense	January - June 2010 Reimbursement	Don Smoot	\$ 3,279.49
Perkins	Travel	Model School Conference	Richard Decman	\$ 1,044.86
Perkins	Travel	IACTE travel 6-15/17	Chris Blackburn	\$ 358.78
Perkins	Travel	Misc meeting and travel expense	Discover Card	\$ 1,839.36
Perkins	Travel	IACTE travel 6-15/17	Melinda Hogan	\$ 643.51
		Total Expenditures		\$ 12,889.25

Date

Approved: Dr. Pat Halloran, Chair of Administrative Council

6/29/10

Don Smoot (H)

Date

Approved: Don Smoot, Director

Dual Credit Enrollment Data for 2009-2010										4/16/2010
	Educational Sites (both)	Gen. Ed. Teachers	Gen. Ed. Sections	Gen. Ed. Enrollment	Transfer Credits	CTE Teachers	CTE Sections	CTE Enrollment	CTE Credits	
Fall 2009 and Year Long	28	40	104	724	2516	68	80	2136	5468	
Spring 2010	31	23	30	456	1424	103	348	4025	11812	
Total		63	134	1180	3940	171	428	6161	17280	
Percent of total				16%	19%			84%	81%	
Total teachers for the year	234									
Total sections for the year	562									
Total students for the year	7,341									
Total credits for the year	21,220									
Enrollment History	Students	Growth	Credits	Growth						
FY 2007	3592		10073							
FY 2008	5216	45%	13847	37%						
FY 2009	6232	19%	17801	29%						
FY 2010	7310	17%	21142	19%						

# JJC Dual Credit - Enrollment Growth

JJC Dual Credit - Enrollment  
by fiscal year

