



DES PLAINES VALLEY REGION
ADMINISTRATIVE COUNCIL
APRIL 12, 2012

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:10 a.m. on Thursday, April 12, 2012 in Room 213 at Oak Park & River Forest High School. In attendance: Ms. Toni Memmel (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Mr. Ed Moyer (Proviso Dist. 209), Ms. Maggie Campbell (Proviso Dist. 209), Mr. Steve Silca (Ridgewood Dist. 234), Dr. Susan Collins (Triton College), Dr. Anne Cothran (DVR), and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Mr. Moyer moved, Mr. Prale seconded the motion to approve minutes of the March 1, 2012 meeting. All ayes; motion carried.

DUAL CREDIT PARTICIPATION

We have been working on expanding Dual Credit opportunities for students. Council members received figures on dual credit participation; the data was compiled by Triton College's Research Department. The information was discussed by the superintendents at their last meeting. The Council was asked for input on ways to develop strategies to improve participation, and they were asked how the high schools determine which dual credit options to offer their students. Responses included: Students are allowed to take any dual credit classes they want; there is not a set annual plan, rather input is received from counselors and parents. Students must have information far enough in advance to plan their course selections. Grant funds cannot be used to pay for dual credit courses, however grant funds could pay for counselors to do extra work outside contract hours to help students plan for dual credit courses; development of materials to promote dual credit; workshops with counselors and parents; stipends for teachers to have more involvement with dual credit and programs of studies development.

DUAL CREDIT RECOMMENDATIONS

The following three Triton courses were submitted for approval as dual credit offerings: PSY100 – Introduction to Psychology, RHT101 – Freshman Rhetoric & Composition I, and AHL120 – Comprehensive Medical Terminology. Ms. Memmel moved, Dr. Collins seconded the motion that these three courses be taken to the Board of Control for approval as dual credit offerings for DVR students. All ayes; motion carried.

FY12 ACTIVITIES REPORTS

Activities for each district were identified when the FY12 grants were filed in IWAS. Results of the FY12 activities must be entered into IWAS in order to file the FY13 grants. Forms were e-mailed to Council members to be filled in and returned. Elmwood Park and Riverside-Brookfield have submitted their information as of today. Reports are needed from all districts so the information can be entered into IWAS in accordance with the ISBE timeline. Council members are to forward their district's FY12 activities report to the DVR office by April 13th. If an activity will not be completed until after that date, the activity report is still needed at this time and the report should include expected results for that particular activity.

FY13 SCHOOL/COLLEGE PARTNERSHIP WORKSHOP PRESENTER

ASCD provided bios for potential speakers. The information was emailed to Council members for electronic votes. The majority requested Judy Carr. This information will be forwarded to the next Board meeting for approval. ASCD has contacted Dr. Cothran about discussing our goals for the workshop. She has provided ASCD with the basic schedule and format for the day. We do not want information on what Common Core is, rather we want hands-on work on how Common Core is usable in each school. Breakout groups will need a guiding task for the members to work on.

FY13 BUDGETS

A delay in states receiving their Perkins allocation information is leaving us with a very short window to receive the allocations, have Board approval for distribution of funds, and submit the grants to ISBE for approval. Administrative Council members have been working for the past two months regarding preliminary FY13 budgets and grant activities. In their March meeting the Board approved that as soon as we receive our FY13 regional allocations, Dr. Cothran would proceed with completing the calculations for district allotments. As of today we have the CTEI allocations but not Perkins, and according to ISBE it may be another one to two weeks yet we will still have the April 30th deadline to submit the grants to ISBE. Dr. Cothran has submitted an extension request to ISBE for Perkins, however the CTEI grant needs to be submitted by April 30th in an effort to have approval for the beginning of FY13. Council members are to send Dr. Cothran IWAS screen shots in advance so we can look for things that ISBE might want edited prior to approval. FY13 activities are also needed. When Perkins allocations are received, Council members believe they could complete their grant in IWAS in one week, or by the May 11th Board meeting.

PROSTART

A Pro-Start presentation was made at the March 21st School/College Partnership meeting. A request was made for the Administrative Council to have the Family & Consumer Science committee review the program and make recommendations for FY13. ProStart program brochures were distributed. ProStart is tied to industry. Schools are required to adopt their curriculum if they sign on with ProStart. Grant funds cannot be used to purchase textbooks. All aspects of the program need to be considered, including curriculum the schools have already developed, and advantages for students. Schools can decide individually to become involved with ProStart. Mr. Prale moved, Mr. Moyer seconded the motion that the DVR Family & Consumer Science committee should evaluate the program during their 2012-13 meetings. All ayes; motion carried.

During discussion of the next topic (i.e. FY13 program committee priorities), the Council determined that, since the FCS committee will be directed to focus on Programs of Study during 2012-13, the committee will not review ProStart until the 2013-14 school year.

FY13 PROGRAM COMMITTEES (PROGRAM OF STUDIES PRIORITIES)

Programs of Study Form 8 Templates are customized by school and by credential earned, so representatives from every high school as well as the college are needed in reviewing them. Persons from math, science, etc. can also provide helpful input since POS is very content driven based on the sequence of knowledge and skills students need to successfully complete the credential. The Council determined that the program committees should focus on the following POS templates for the 2012-13 school year:

Industrial Technology: Manufacturing/Engineering, Architecture

Business Education: IT, Finance/Accounting, Business Management

Family & Consumer Science: Nursing/Health, ECE, Hospitality

Student Services: Implementation of templates as a counseling tool

FY13 ADMINISTRATIVE COUNCIL PRIORITIES

Suggestions included the following.

Have a separate website for Programs of Study with a template. Have every counselor use the website with each student at least once during the student's four-year planning process. Get the counselors' feedback on how useful the website is, or narrow the use (such as using only with one class like freshmen).

Bring a counselor or the director of the counseling department to an Administrative Council meeting to obtain Programs of Study information.

Include a Programs of Study breakout session at the School/College Partnership Workshop.

Have Council members attend part of a Student Services Committee meeting.

Have the director of each counseling department attend a Student Services meeting.

Mr. Moyer moved, Mr. Silca seconded the motion that Programs of Study be a topic of discussion/examination at the next possible Student Services Committee meeting in the fall of 2012, and that the directors of counseling attend that meeting. All ayes; motion carried.

FY13 ADMINISTRATIVE COUNCIL MEETING DATES

The Council agreed to the following dates for the 2012-13 school year: September 6, October 4 (Partnership Workshop), November 15, December 13, February 7, March 7, April 11, May 9.

TECHNICAL ASSISTANCE VISIT

DVR's Technical Assistance Visit is scheduled for April 17th. Council members and the Board of Control have previously been notified of how to prepare for the visit by doing the following: Verify that the HR Department has on file the teacher certification and work hours that apply to any course on the teacher's FTE/master schedule assignment; verify that records include 2,000 work hours documentation, in one department, with 250 in any assigned CIP (teachers have 4 years from the point of a new assignment to accrue and submit work hours documentation on a new CIP); verify Teacher Service Records are filed accurately by your HR for FY12; and verify that the properties list is on file and up-to-date. A sample work-related hours documentation template and a properties list template are available on the DVR web site in the Member's Only section. Council members

were again reminded to ensure that the abovementioned items are in place and that their district's HR Department is aware of the April 17th date so they are prepared to pull files for CTE teachers.

TEACHER CREDENTIALS

Per previous discussions on credentialing, as a first step the Council members collected information on current credentials among their secondary staff. Dr. Cothran compiled a list of credentials identified by schools that submitted information to her, and the list was provided to the Council. Next year discussions will continue on how to develop more credentialing opportunities.

CAREER CAMP REGISTRATION

Prior to the beginning of spring breaks, the schools were supplied with brochures, display racks, and a career camp website to facilitate registration. Council members agreed to have classes look at the website and encourage students to share it through Facebook. Ms. Memmel stated that two or three teachers showed the website in their classes, and she provided the website link to all faculty to share in Academic Lab. Mr. Silca stated that he presented the information in all his classes and shared it with all other teachers too. The other schools are requested to show the website to their students and report back next month. Online registration opened on Monday, April 9th. Tracy Jopa is this year's Career Camp Coordinator. Every Friday she will provide an updated list of students registered.

OTHER

Dr. Collins distributed the Dual Credit schedule. Adrian Perkins is the new Dual Credit Specialist. Lorette Dodt will replace Antoinette Baldin on the Administrative Council.

For their counseling departments, Council members received copies of brochures regarding summer jobs for students.