

DES PLAINES VALLEY REGION
ADMINISTRATIVE COUNCIL
MAY 10, 2012

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:02 a.m. on Thursday, May 10, 2012 in the Faculty Café at the Proviso Mathematics and Science Academy. In attendance: Dr. Fran Brady (Leyden Dist. 212), Ms. Toni Memmel (Elmwood Park Dist. 401), Ms. Amy Hill (Oak Park & River Forest Dist. 200), Mr. Ed Moyer (Proviso Dist. 209), Ms. Maggie Campbell (Proviso Dist. 209), Mr. Steve Silca (Ridgewood Dist. 234), Mr. Nick Gehl (Riverside-Brookfield Dist. 208), Dr. Susan Collins (Triton College), Dr. Anne Cothran (DVR), and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Mr. Moyer moved, Ms. Memmel seconded the motion to approve minutes of the April 12, 2012 meeting. All ayes; motion carried.

PROGRAMS OF STUDY WEBSITE

In the last meeting the Administrative Council agreed to use a Programs of Study website on behalf of all six districts, to make the personalized Form 8 POS Templates available for student use. Dr. Cothran has developed a website prototype which she showed to the Student Services Committee at their last meeting. The committee approved of the site, they want to link to it from each school's website, and they agreed to use it with students to give feedback. Dr. Cothran provided the Council members with a preview and demonstrated navigating through it. Each high school will forward any changes in their courses as they occur so that the information will be kept up-to-date. The college will supply any changes which will be applied to every school's templates via DVR. It is anticipated that the site will be ready for use by the 2012 fall semester.

FY12 BUDGETS AND AMENDMENTS

Perkins Grant and CTEI Grant funds must be expended in accordance with approved budgets, and the FY12 grants must be expended by June 30, 2012. Council members were reminded of the steps to take if an amendment is required. They were also asked to identify whether a final amendment is needed to either of their budgets, and if so to commit to the date when the amendment will be submitted to DVR in IWAS (must be by May 21st). Dr. Brady, Ms. Hill, Mr. Gehl, and Mr. Silca all stated that they will not have any further amendments. Ms. Memmel stated that her final amendment is in process. Dr. Cothran noted that at this point in the year there is a substantial amount of funds for which the schools still have to submit reimbursement claims.

FY12 PROGRAM COMMITTEE FINAL REPORTS

Council members received final reports from the Industrial Technology, Family & Consumer Science, and Student Services committees. The Business Education committee had their final meeting this week, and the report will be forwarded to the Council when it is received.

FY13 HEATHER SASS WORKSHOPS

The Board of Control approved having three levels of workshops with Heather Sass for FY13. Dr. Cothran identified Dr. Sass's available dates. At Ms. Hill's motion, the Council agreed to the following.

November 15-16 (Thursday & Friday) – Level One – course syllabi

February 7-8 (Thursday & Friday) – Level Two – unit planning

June 24-25 (Monday & Tuesday) – Level Three

DVR will provide funds for substitutes for the November and February workshops.

FY13 CAREER DAY VISITS SCHEDULE FOR TRITON

At the March meeting, Council members agreed to provide dates of events during FY13 when Triton representatives should be present at the high schools. The following have been identified.

Elmwood Park – College Day 10/19/12; Career Day 2/22/13

Ridgewood – Career Fair 2/22/12

Leyden – Career Fair 11/7/12; As the Expert Day 2/6/13

Oak Park & River Forest – Career Exploration Day (early December, date TBD)

Dr. Collins noted that, even with advance notice, it may not be possible for Triton instructors to be away from their classrooms on the identified dates, therefore she or another representative from the college may need to fill in. Dr. Brady stated that Triton nursing students at As the Expert Day were very effective.

TECHNICAL ASSISTANCE VISIT

DVR's Technical Assistance Visit took place on April 17th and was conducted by ISBE representative Steve Parrott. Dr. Cothran thanked Council members for being prepared; overall the visit went well. On April 16th Dr. Cothran had received a list of Teacher Service Record (TSR) questions from ISBE and addressed any questions she could. Prior to arrival, Mr. Parrott had narrowed his list to districts that would require personal visits to examine HR files, and he had permission not to visit all six districts. Mr. Parrott reviewed records in the DVR office and went to Leyden and Proviso. Schools that would not be visited were notified that morning. In the fall, when the updated TSR reports are received, Council members are to follow-up with their HR departments to ensure that the teaching codes match the school's master schedule. ISBE is moving towards an automated exception list, now that the Illinois Student Course System is capturing teacher assignments with student enrollments, and they will be able to run automated exception reports sometime in the future. Dr. Cothran reviewed extensively with Mr. Parrott the main DVR website as well as the Career Camps and Programs of Study sites through which he verified compliance with ISBE's Perkins requirements. Mr. Parrott found the sites to be very thorough, and his only suggestion was to include the coop handbook in all of the program committee pages (presently it is only on one).

CTE COMMON CORE

Dr. Cothran provided the Council with information from the National Association of State Directors of CTE regarding the opportunity for the public to comment on the Common Core for Career Technical Education. The public comment period ends May 11th.

ILLINOIS HOUSE JOINT RESOLUTION 79

Following the proposal for four years of math requirement at the secondary level, House Joint Resolution 79 was amended to create a task force to evaluate the instructional approach for math, instead of requiring more math. Upon adoption of HJR79, members of a task force will be appointed and hearings will be held around the state to discuss how math is and should be taught, with the goal being to avoid remediation at the post-secondary level. The task force will complete information gathering by year-end and publish a report by March. Council members are advised to look for hearings that will be accessible

to them. In each region we need to have representatives at the hearings to talk about real-world math, math application, hands-on projects that make math meaningful, etc. Business partners can also testify or submit written testimony. This would be a good opportunity to position CTE courses as a critical component of applied math-in-action.

Dr. Cothran discussed ALP (adjusted level of performance) and stated that, according to CTE report card data, math subgroups are struggling. We need to move toward teachers increasing how they incorporate math into their curriculum and need to address how to get schools on board. A comment was made that Programs of Study with Triton is a primary avenue. This topic will be discussed again in the fall.

TEACHER WORKPLACE EXPERIENCE

The Teacher Workplace Experience is scheduled for June 12-13, 2012. DVR's FY13 budget allows for 12 participants. The following are confirmed participants, per TWE Coordinator Karen Bear: Marcia Bernas, Jim Melich and Toni Memmel (Elmwood Park); Pete Hostrawser (OPRF), Katie Diebold, Roger Reiner and Frank Holthouse (Leyden). Ridgewood will still be in school. Mr. Gehl will attempt to identify participants from RB. Mr. Moyer stated that Proviso may take three seats. Ms. Hill may have one more person from OPRF. Names are needed by Monday, May 14th. This program is only for CTE teachers as it ties to grant outcomes to improving performance in CTE.

OTHER

Dr. Cothran stated that she hopes to be able to submit the FY13 Perkins grant tomorrow. The Board of Control will meet in the morning and approve the allocations. Council members can then submit their budgets in IWAS for their superintendent's approval and submission to DVR.

CD's containing the student video clips, "I Chose Triton," were distributed to Council members.

The Council agreed to the following locations for the 2012-13 meetings: Sept. 6 (DVR at Triton), Nov. 15 (Elmwood Park), Dec. 13 (Leyden), Feb. 7 (Ridgewood), Mar. 7 (RB), April 11 (OPRF) May 9 (PMSA).

Career Camps: Dr. Cothran receives weekly updates regarding registrations and forwards the information to the Council members. Registration closes May 20th. Two schools have a link to the Career Camp website on their district home pages. Counselors have stated that they believe teachers should be the ones providing students with the information. At Ridgewood, a student intern has been taking the brochure rack to various locations throughout the school such as the lunchroom. Council members will look into distributing the information to parents via email.

If a student requires special accommodations, per the superintendents the student's home school will arrange for the necessary accommodations. Dr. Cothran has developed a form for counselors to fill out and mail to the DVR office. This form was distributed via Heather Shannon to Student Services members. Upon receiving notification, the Career Camp Coordinator will be notified by DVR so that the camp instructor can be made aware. The registration cut-off date needs to be before schools are out, otherwise counselors will not be available to work out special accommodations.

SUMMER CONTACT INFORMATION

ISBE may have questions and/or require additional information or changes in order to approve our FY13 grant submissions. If ISBE requires changes to local grants, Dr. Cothran will need to contact Council members, therefore Council members provided her with their summer contact information.