

ADMINISTRATIVE COUNCIL  
DES PLAINES VALLEY REGION  
APRIL 5, 2007

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:11 a.m. on Thursday, April 5, 2007 in Room 509 at the Proviso Mathematics and Science Academy.

In attendance:

Leyden: Dr. Fran Brady

Elmwood Park: Mr. Pete Binder

Proviso: Mr. Kyle Hastings, Ms. Suzanne Green

Riverside-Brookfield: Ms. Patty Sarkady

Triton: Ms. Lorette Dodt, Ms. Cheryl Antonich, Mr. Forbes Reyes

DVR: Ms. Karen Schmidt, Mr. Dan Heintz, Mr. Don Lund, Ms. Denise Yaneck

APPROVAL OF MINUTES

Mr. Binder moved, Dr. Brady seconded the motion to approve minutes of the March 8, 2007 meeting. All ayes; motion carried.

GRANTS

Tech Prep Implementation Grants: Guidelines and applications will be e-mailed to Council members next week. Proposals, including detailed budgets, are due May 4<sup>th</sup>. Implementation Grant funds provide seed money for innovative, new projects; funds are not for maintaining existing projects.

Final Reports: "Outcome" columns on the CTEI and Federal Tech Prep activity grids need to be completed and submitted to the DVR office.

FY08 Grants: Guidelines and final allocations have been received from ISBE and were provided to Council members. Council members are to submit finalized grant applications to the DVR office by April 10<sup>th</sup>. FY08 grant funds can not be expended until ISBE approves the grants. Anticipated approval date is July 1<sup>st</sup>. Council members were instructed to read the grant guidelines and to ensure that grant funds are being used to supplement CTE programs, not supplant district responsibilities. It was noted that the Planning and Reporting form is now also required for the Carl Perkins grant. Previously it was only required for the CTEI grant. This form's list of activities has been revised.

## SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The following information was discussed about potential keynote presenters for the October 2, 2007 workshop.

Bill Coplin: Professor at Syracuse University, Director of Public Affairs program. Presentation is based on his book, "Ten Things Employers Want You to Learn in College." He highlights specific skills and is interested in facilitating breakout sessions.

Jason Dorsey: Possible keynote presentations are (1) Improving School Culture Starts With Leadership, (2) How Educators Saved My Life, and (3) Inspiring Hard-to-Reach Students: Making Personal Responsibility Contagious.

Tim Waters: Focuses on culture, leadership, options students have, change and the future for students.

After discussion and consideration of how the speakers' presentations will transition into the follow-up breakout sessions, the Council agreed that Ms. Schmidt should pursue contracting with Mr. Coplin as keynote presenter. Ms. Schmidt will send Council members additional information from Mr. Coplin so that a theme can be decided upon at the next meeting.

The Council discussed other workshop activities. Consideration was given to allowing adequate time for the keynote presentation, follow-up breakouts, district planning and in-depth discussion, and yet still utilizing the workshop as a time to share information among districts and to highlight/market our programs. Presentation of Partnership Awards will be included. Award criteria must be provided by the end of May so schools can respond in a timely manner. At the next meeting, the Council will establish a theme and schedule.

## JUNIOR ACHIEVEMENT

Ms. Kristy Bruno provided background information and an overview of student activities. JA's mission is to help students be successful in the business world. The organization is supported by volunteers and funded by businesses. High ranking business representatives participate. JA is continually looking to expand partnerships and to share resources with high schools. Interested Council members may contact Ms. Bruno.

## DUAL CREDIT

Schedules and timelines will be provided at the next meeting. Cost information will be provided to high school contacts. Mr. Forbes will address research on dual credit students, marketing, recruiting, improvement of student performance, and improving communication. He also wants to conduct surveying of students as to why they want to get into dual credit and how it benefits them.

## OUTREACH AND RECRUITMENT

The Council discussed the career planning brochures. Comments included the following.  
Brochures should be more inviting; use more appealing colors.  
Use student pictures on the cover.  
Brochures are full of details and information not necessarily student-friendly.  
Use better visuals.

Emphasize our web link.  
Include career planning links.  
Use a specific graphic each year that identifies this particular brochure.

Ms. Dodt volunteered to meet with a committee to work on redesigning the brochure. Suggestions were made to ask Mr. Vercruyssen to attend the next meeting, and to notify the Board of Control that revisions will be made and that they may provide suggestions.

## STAFF INTEGRATED TEAM EXPERIENCE

Brochures and applications for the June 12-14 program were distributed. Ms. Schmidt reviewed the schedule and tentative business sites. She emphasized that the program is targeted toward persons who have not yet participated, the dress code is business attire, all participants must travel to business locations in motor coaches arranged by DVR, and participants must commit to all three days. Applications are due by April 27<sup>th</sup>. Council members were asked to prioritize applications before forwarding them to the DVR office. The question was raised concerning the on-line application process. Previously there was an issue with not all potential applicants having access to a full version of Adobe Acrobat. Council members agreed that they want to continue with the paper format. Dr. Brady stated that having paper copies provides a better ability to market the program.

## DISTRICT UPDATES

Leyden: Dr. Brady reported on the following: Tech Prep funds are supporting the building up of the career education flow chart, including new activities.

Students in job shadowing have tripled; 80 percent participated in shadowing. New ways to implement WorkKeys are being explored. WorkKeys Staff development is planned for this summer. The new math chairperson is knowledgeable in KeyTrain and WorkKeys. The Implementation Grant focuses on "Around the World with Information Technology." Culinary classes did an "Around the World" project. In the "Operation Read and Math" project, preliminary data indicates students are not performing at the same rate as data provided by Dr. Stone.

Proviso: Ms. Green reported on the following: The Auto program at East has obtained new equipment. Advanced Culinary classes have obtained new equipment. New software has been purchased for various programs. Grant funds are supporting hands-on activities for students in areas such as Electronics and Culinary classes. Career days and job fairs have been held.

Triton: Ms. Antonich reported on the following: The College is helping disadvantaged students in a learning community type project. Criminal Justice is being enhanced to have a fully designed forensics lab in collaboration with Biology. The Women in Non-traditional Careers conference had a good turnout. A career education conference was held. Efforts are made to attract non-traditional students to non-traditional programs.

Elmwood Park: Mr. Binder reported on the following: The TV studio has been upgraded. Through the Implementation Grant, students developed portfolios and mini-folios. A parent college and career conference will be held. The World's Largest Reading Event will be held. New business partnerships have been established. Annually, business partners are given a tour of the school. At-risk juniors and seniors have been identified in both academic and career areas. Staff have attended marketing seminars and toured Triton's programs. Staff members have been trained on KeyTrain and Bridges, and evening training sessions are offered for parents. All freshmen and sophomores

have a career guidance plan utilizing a career interest survey. Career shadowing and post-secondary career projects have been done.

Riverside-Brookfield: Ms. Sarkady reported on the following: Grant funds have been used to support Industrial Technology and Family & Consumer Science programs with supplemental materials. Software has been purchased for Drafting and Graphic Arts. Students are using Bridges and Naviance. Tech Prep funds supported a career fair that is held every other year. Job shadowing is offered through the Special Education program.

#### FY08 MEETING DATES

The following dates were proposed: September 6 (inservice), September 27, October 2 (workshop), November 8, December 6, February 7, March 6, April 10, May 1 and May 29. Council members are to check these dates for potential conflicts. Dates will be approved at the next meeting. Council members may also identify which meetings they would like to host.

#### ARTICULATION

This topic was tabled until the next meeting so that Mary-Rita Moore may be present.

#### MISCELLANEOUS

Ms. Dodt distributed Triton's summer 2007 class schedule. Mr. Hastings noted the issue that there is a trend toward more dual credit and less articulated credit.

On April 10<sup>th</sup>, high school and college representatives will meet regarding faculty-to-faculty collaboration.

#### INFORMATION

Program chairpersons will provide end-of-year reports at the May 3<sup>rd</sup> and May 31<sup>st</sup> meetings.

Payment schedules and documented grant expenditures do-date were provided. Council members need to ensure that all grant funds will be expended. May 1<sup>st</sup> is the final date to amend this year's budgets.