

ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
DECEMBER 6, 2007

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:14 a.m. on Thursday, December 6, 2007 in Room 509 at the Proviso Mathematics and Science Academy. In attendance:

Leyden: Dr. Fran Brady, Dr. Jack Denny

Elmwood Park: Mr. Pete Binder

Oak Park-River Forest: Ms. Amy Hill

Proviso: Ms. Margo Umans

Ridgewood: Ms. Jennifer Buteyn

Riverside-Brookfield: Ms. Patty Sarkady

Triton: Ms. Mary-Rita Moore, Mr. Forbes Reyes, Ms. Cheryl Antonich, Ms. Annette Jajko

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

APPROVAL OF MINUTES

Dr. Brady moved, Dr. Denny seconded the motion to approve minutes of the November 8, 2007 meeting. All ayes; motion carried.

DUAL CREDIT PRESENTATION

Ms. Jajko proposed that MKT126 and MKT169 be offered as dual credit courses beginning spring of 2009. Ms. Jajko distributed and reviewed information that included Triton advantages, procedures, costs, labor projections and employment opportunities, industry input, and course sequence. Dr. Brady moved, Ms. Hill seconded the motion to present MKT126 and MKT169 to the Board of Control for dual credit enrollment.

DUAL CREDIT UPDATE

Mr. Reyes reported that final grades will be forwarded to the high schools before the end of December. He has been providing the Student Services committee members with information such as dates, timelines, and registration details. Preparations for the spring semester are underway. Regarding Fire Science, Dr. Brady noted that high school students can take a course in the fall, but there is no spring semester course. Ms. Moore stated that additional course offerings may be explored.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

Per the Board of Control, the 2008 workshop will be held at Triton. Ms. Schmidt and Jonita Ellis explored available dates and facilities at Triton. Thursday, October 9, 2008 is the proposed date. Council members were asked to notify Ms. Schmidt of potential conflicts. Ideas are needed for theme, keynote speaker, and activities. Tours of Triton's programs could be included, and a suggestion was made to have students speak about their experiences. Other suggestions included having a panel discussion instead of a keynote speaker, showcasing student projects, and national career readiness certifications.

STAFF INTEGRATED TEAM EXPERIENCE (SITE)

The Board of Control approved Gloria Currins as SITE coordinator. The Council agreed upon the recommendation that SITE be held June 10, 11, and 12. The Health Careers Camp will be held June 11, 12, and 13. A suggestion was made to include a team of administrators in SITE.

OUTREACH AND RECRUITMENT

All districts' brochures have been sent to the printer. Anticipated delivery date to schools is December 14. Council members are to send Mr. Vercruysse an e-mail regarding quantities needed. Council members identified some of the ways the brochures will be utilized in their districts.

Riverside-Brookfield: Distributed at the "We Are RB" event; feeder schools in January; counselors; on display in Student Services.

Oak Park-River Forest: Distributed to all families attending an event in January; given to freshmen on the second day of PSAE in April.

Ridgewood: Distributed to staff; included with course registration materials given to all students; incoming freshmen.

Leyden: Given to eighth graders in January; tenth and eleventh graders in January; Junior Achievement representatives; CTE placemat breakfast; local libraries.

Proviso: Placed in Career Centers; all faculty members; East registration packets.

Elmwood Park: Distributed at staff meetings; students in advisory meetings; eighth graders; parent night for registration; school offices and library; chamber of commerce.

CURRICULUM REVIEW

The Family & Consumer Science Committee reviewed curriculum for Foods & Nutrition I & II; no changes were recommended. Ms. Buteyn moved, Ms. Moore seconded the motion to accept the committee's review. All ayes; motion carried.

The Family & Consumer Science also reviewed curriculum for Health Careers; no changes were recommended. Ms. Moore moved, Dr. Denny seconded the motion to accept the committee's review. All ayes; motion carried.

Each of the regional program committees' meetings have been well attended this year. A fashion expo will be held in the spring, and DVR will provide \$500 to assist in funding the event. A flier was distributed. At this time, the fashion expo will target juniors and seniors. Other expos in the areas of child care and medical careers will be scheduled. Ms. Moore will provide a list of all expo dates.

UPDATES

Mid-year reports: For each grant (i.e. CTEI, Carl Perkins, and Tech Prep), the “outcomes” column on the activity forms can be filled in and sent to the DVR office as activities are completed throughout the year. At the February meeting, Council members need to provide mid-year oral reports for Tech Prep Implementation Grants.

Grants: Council members should begin planning for next year’s grants based upon this year’s level of funding. Include various school representatives in the planning process (i.e. department chairpersons, counselors, curriculum directors, superintendent). The first week in March, the DVR directors will meet individually with Council members to assist in grant planning.

ISIS: The only addition to this year’s data is the inclusion of state-issued student ID’s. Information about ISIS (funding per credit, special populations, etc.) was distributed. Districts need to continue collecting and reporting special populations data. At this time, ISIS will not work with the new Windows Vista operating system. Downloaded data files will be due in February.

Grant expenditures: All equipment should have been ordered and should be available for students’ use. At this time, the Region has cash on-hand and requests for reimbursement are needed. Districts need to adhere to their established payment schedules.

OTHER

Ms. Schmidt, Mr. Lund, Ms. Antonich and Ms. Hill will interview four applicants for the position of Health Care Careers coordinator. Interviews will be held following the Administrative Council meeting.