



Des Plaines Valley Region

Partners in Education, Employment & Life-Long Learning
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DES PLAINES VALLEY REGION (DVR) ADMINISTRATIVE COUNCIL FEBRUARY 4, 2010

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:17 a.m. on Thursday, February 4, 2010 in the Community Room at Ridgewood High School. In attendance: Dr. Fran Brady (Leyden), Dr. Jack Denny (Leyden), Ms. Toni Wurch (Elmwood Park), Ms. Amy Hill (Oak Park & River Forest), Dr. Joan McGarry (Proviso), Ms. Tracy Jopa (Ridgewood), Ms. Patty Sarkady (Riverside-Brookfield), Ms. Antoinette Baldin (Triton), Dr. Susan Collins (Triton), Ms. Mary-Rita Moore (Triton), Dr. Anne Cothran (DVR), Ms. Karen Bear (Elmwood Park), Ms. Valarie Berger (Leyden), Ms. Cari Franz (Ridgewood), Mr. Steve Silca (Ridgewood), and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Denny moved, Dr. Brady seconded the motion to approve minutes of the December 3, 2009 meeting. All ayes; motion carried.

PROGRAM COMMITTEE MID-YEAR REPORTS

Program chairpersons provided reports on committee activities to-date.

Business Education: Ms. Bear distributed a written report and reviewed activities. Attendance at meetings has been excellent. Curriculum sharing is an important part of each meeting. A curriculum revitalization workshop is scheduled next week, and approximately 20-30 persons will attend.

Family & Consumer Science: Ms. Berger distributed a written report and reviewed activities. Dual credit options are being explored. A Fashion Expo was held in November. No further expos will be held. Students have toured Triton facilities. For the curriculum revitalization workshop that was held in October, Ms. Berger noted that although it was a good experience, the FCS portion is incomplete and teachers did not come away with something they could work with. Upcoming events have been identified. Triton will have a culinary cook-off in May. An FCCLA practice run will be done prior to the competition.

Industrial Technology: Mr. Silca distributed a written report and reviewed activities. Two meetings have been held which focused on CAD and Automotive. Schools can now renew the ADA software license individually; we do not need to continue purchasing as a region. Contact information for the ADA vendor will be provided to Council members. A curriculum alignment day was held. On April 16th, an expo type event will be held at Triton for all Industrial Technology teachers. Mr. Silca and other teachers attended the Illinois Technology Education Association conference.

Student Services: Ms. Franz distributed a written report and reviewed activities. Field trips have been determined. Career surveys are being conducted. Ms. Franz attended the Careers Conference in Madison.

Program chairpersons were asked for input on how committees should be organized based on alignment with career clusters. A comment was made that, typically, meetings are planned around the Triton counterpart associated with the topic. A suggestion was made to schedule meetings based on career cluster. Meetings need to offer professional growth. Dr. Denny proposed developing a template that identifies who in each school is responsible for what activities. Ms. Bear requested a job description for program chairpersons.

Chairpersons' written reports are attached to these minutes.

PARTNERSHIP WORKSHOP UPDATE

The workshop will be held October 5-6, 2010 at West 40. Council members were asked to identify and prioritize the three most important professional development needs for the region for the next two years. Ideas were identified, reviewed, and grouped. The results of this exercise will be forwarded to Council members who are to provide feedback and suggestions. It has been decided that DACUM will not be the focus of the October 2010 workshop. Dr. Cothran reported that the Board of Control has asked for suggestions for workshop topics. Dr. Denny noted that identifying the workshop focus is not a process to be hurried through, and as a consortium we need to have discussions to develop ideas. Throughout the years the Board of Control has relied on the Administrative Council to come up with ideas, and recommendations were then provided to the Board. Ms. Moore suggested that Council members need to communicate with their superintendents about the need to take time in determining the workshop's focus. Ms. Hill suggested that workshop attendees should help provide input on a long-range vision as opposed to topics isolated to a single workshop. A long-range vision would require commitment. Dr. Brady suggested identifying the theme and keynote speaker as has been done at previous workshops.

PROGRAMS OF STUDY SELF ASSESSMENT

Ms. Sarkady reported on the process she is going through and is incrementally sending out the evaluation document to business representatives. The representatives are providing input in various sections of the document, but some sections do not pertain to them.

PROGRAMS OF STUDY SUMMIT

The Summit is scheduled for February 18th. At this time, the following number of person from our region will attend: Proviso 2, Leyden 1, Elmwood Park 1, Ridgewood 1, Riverside-Brookfield 1, Oak Park & River Forest 0, Triton 2.

DUAL CREDIT

Articulation between the DVR high schools and Triton College will be phased out. The class of 2013 will be the last group of students eligible for articulated credit. Any student who is currently a freshman can earn articulated credit throughout their four years of high school. A dual credit handbook is being developed. Questions were asked about how other requirements will be handled for dual credit. One was on teacher evaluations. Triton indicated they will accept verification from member districts that a teacher has been evaluated based on the district's contract requirements and is in good standing. Another was the process for course approval. Applying for approval from Triton to teach dual credit is one approval process, and then applying for district permission to proceed with teaching that course at the high school as dual

credit is a separate district level approval. Ms. Moore reported that 93 students are enrolled in dual credit classes on Triton's campus.

IMPLEMENTATION GRANT MID-YEAR REPORTS

Council members provided mid-year reports on the activities of their Implementation Grants. Ms. Hill reported that no activities have occurred to-date due to halting OPRF's project in anticipation of undergoing the DACUM process. Ms. Jopa also reported that activities have not yet occurred and are pending approval of her grant's amendment.

CAREER CAMPS

At Triton's request, the Board of Control agreed to eliminate expos and to develop and offer career camps. A sample brochure was presented that identified potential camps for students. Funds previously allocated for the Student & Staff Integrated Learning Experience will be utilized for teacher work hours and to support career camps. Support will also be provided by Triton and the CURATE program. Dr. Brady and Ms. Baldin will meet regarding Certified e-Marketer (CeMA) and the possibility of an on-line experience. Ms. Baldin requested input on types of camps the high schools want to offer their students. One suggestion was Entrepreneurship. Since grant funds cannot be used for tuition, the camp cannot be a course. Ms. Berger will verify the age requirement for the Food Handler's License. Camps must identify which grade levels can participate. Camps can take place at the same time. Baking Camp (June 6-11), Health Careers Camp (June 28-30), and the Illinois Food Safety and Sanitation Workshop (June 14-15) are definite at this time. CPR proposed dates are June 14 and 15. Forensics is on hold. Dates for Destination Imagination will be determined. Robotics will be held next summer. Sign-up deadlines must be determined. Triton facilities are preferred if facilities are available. Grant funds cannot be used to provide food for students. Discussion included whether students should be informed that they must bring their own lunch or purchase lunch at Triton, or if sponsorships can be found to provide student food. Ms. Berger recommended having one contact person to collect registrations for all camps. Dr. Brady suggested that the DVR office should collect the registrations. Ms. Hill stated that she will provide information on an on-line resource her district has used for registrations. On May 22nd, Triton will sponsor taking students to the National Restaurant Show.

ISIS

Dr. Cothran reported that she is still working with ISBE on program approvals. Council members were asked to sign up for a time to meet with Dr. Cothran to review program approvals and courses.

GRANT PLANNING FOR FY11

Dr. Cothran provided information on the Federal budget. There is a possibility of the Federal budget eliminating Tech Prep (PCCS). Everyone should contact their legislators about putting the funds into Perkins. It is anticipated that next year's funding for CTEI and Perkins will be comparable to FY10. The FY11 grant guidelines are not yet available, so FY10 guidelines will be used. Council members were asked to sign up for a time to meet with Dr. Cothran in regard to FY11 budget planning.

PROPERTIES LISTS

Properties lists are to be maintained, providing information on all equipment purchased with grant funds. In the event that properties lists have not been maintained in the past, districts should start with this year's purchases and keep the list moving forward. These lists can be asked for in any program audit.

WORK RELATED HOURS

Dr. Cothran reported that, at their meeting yesterday, the Board of Control approved moving forward with providing work related hours for two teachers who need hours in Web Design. If additional teachers need hours, we will need to determine funding to support them. Teachers need to identify how quickly they want to earn the hours. A job description is needed to outline the teachers' responsibilities.

FCS CURRICULUM REVIEW

The Family & Consumer Science Committee reviewed curriculum for Child Care Practicum I and Child Care Practicum II. No Changes were recommended. Ms. Hill moved, Dr. McGarry seconded the motion to accept the FCS committee's review. All ayes; motion carried.

MISCELLANEOUS

Due to conflicts, the Administrative Council's March meeting date needs to be changed. The date selected is Friday, March 5th and the meeting will be held at West 40.

For the Women in Non-traditional Careers Conference, schools are to provide the DVR office with lists of attendees. Triton's Continuing Education Department is responsible for this event.