

ADMINISTRATIVE COUNCIL  
DES PLAINES VALLEY REGION  
FEBRUARY 5, 2009

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:15 a.m. on Thursday, February 5, 2009 in Room 207 at West Leyden High School. In attendance:

Leyden: Dr. Jack Denny, Dr. Fran Brady

Elmwood Park: Mr. Pete Binder

Oak Park & River Forest: Ms. Amy Hill

Ridgewood: Ms. Tracy Jopa

Riverside-Brookfield: Ms. Patty Sarkady

Triton: Ms. Antoinette Baldin, Ms. Susan Collins

DVR: Ms. Karen Schmidt, Ms. Denise Yaneck

Program Chairpersons: Ms. Gloria Currins, Mr. Steve Silca

APPROVAL OF MINUTES

Mr. Binder moved, Dr. Denny seconded the motion to approve minutes of the December 11, 2008 meeting. All ayes; motion carried.

PROGRAM COMMITTEE MID-YEAR REPORTS

Ms. Currins reported on the Business Education committee's activities, including committee members' attendance at conferences, the Women in Non-traditional Careers conference, articulation review, workshops, a potential video game expo at Triton, and teacher features. She stated that attendance at meetings has been very good. A suggestion was made to ask committee members to identify other expos to consider.

Mr. Silca reported on the Industrial Technology committee's activities, including the CAD/Architecture/Engineering meeting, articulation review, curriculum sharing, and future meetings. He is planning a meeting in March to focus on Radio/TV/Broadcasting; a meeting in May will focus on Automotive; and attempts will be made to reschedule the Construction/Woods meeting. Input will be sought from district representatives regarding renewal of the AutoDesk Design Academy software license. A suggestion was made to ask the vendor for pricing per school per number of licenses needed, as opposed to pricing for a group purchase with unlimited licenses. Mr. Silca stated that committee members have expressed interest in meeting together more often in order to share information and ideas.

Mid-year reports for Family & Consumer Science and Student Services will be given at the March meeting.

#### SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

Ms. Schmidt reported that the workshop is scheduled for October 1, 2009 with the possibility of continuation on October 2<sup>nd</sup>. Presenters Meg Ormiston and Rich Volz will provide outlines for a one-day workshop and a two-day workshop, and a decision will be made. Regional activities may include reviewing present programs and development of a career/technology center. Students may be included. Mr. Volz can secure the use of laptops. The workshop promotes relationship building which is key to the Region's success. In the past, workshops were a retreat in nature which greatly facilitated networking among colleagues. The Council discussed how best to structure the day(s).

#### DUAL CREDIT

Ms. Baldin reported that in the fall of 2009, all articulated credit will move to dual credit. Triton staff will consider offering additional dual credit courses and will determine credentials needed by the instructors.

#### HEALTH CAREERS CAMP

Ms. Jennifer Maldonado and Ms. Toni Wurch will coordinate this year's Health Careers Camp June 15-17. The three-day program for 30 students will follow the same format as last year.

#### STUDENT AND STAFF INTEGRATED LEARNING EXPERIENCE

The Student and Staff Integrated Learning Experience is scheduled for June 17-19 and will include 24 teachers/counselors and 40 students. Ms. Gloria Currins and Ms. Karen Bear will coordinate the program and develop a promotional brochure expected to be available in April. Administrative Council members will identify which teachers/counselors will participate, and the participating teachers/counselors will select the students. Teachers/counselors will receive the same stipend as paid in the past. Ms. Currins and Ms. Bear will develop follow-up assignments that must be completed before stipends will be issued.

#### CAREER PLANNING BROCHURES

At the next meeting, Council members are to be prepared to discuss how the brochures are being used. Comments included that it is beneficial to have Mr. Tom Vercruysse take pictures throughout the year instead of waiting until the time of production; the photo on the cover appears distorted; the brochure should look more up-beat instead of using a black background.

#### IMPLEMENTATION GRANTS

Grant guidelines require a mid-year report. Council members reported the following activities. Oak Park & River Forest (Ms. Hill reported): Curriculum was purchased for transitional programs. Career and life-focused activities are taking place. Software has been purchased for a web site development course. A survey may be implemented to gauge the community's sense of what CTE areas are needed. Curriculum development is being done for new courses. Riverside-Brookfield (Ms. Sarkady reported): Career exploration day was held utilizing highly qualified professionals who spoke with students. The State's career clusters were focused on. The structure of the day consisted of students selecting specific career areas, moving throughout the

school to visit with professionals from their chosen career areas, and having a passport stamped at each area.

Ridgewood (Ms. Jopa reported): The focus is on career pathways. Staff members attended the Madison Careers Conference. A career day initiative may be conducted.

Elmwood Park (Mr. Binder reported): The focus is on career pathways. The district will increase use of career interest surveys and will have related activities for each grade level; the goal is that each student will have a career pathway. A health fitness career camp will be held. In May, a financial aid event will be held. Bridges training has been done.

Leyden (Dr. Brady reported): Pictorial inventories have been developed. WorkKeys assessment workshops have been conducted for business partners. Students are using career search tools. Freshmen are using KeyTrain in reading and math. Students are working on National Career Readiness certificates. Business partners have been invited to the career fair.

## GRANT PLANNING FOR FY10

Ms. Schmidt and Mr. Lund will meet with Council representatives to assist in planning FY10 grants. The following schedule was agreed to: Tuesday, March 10 – OPRF (10:30), RB (12:00), Ridgewood (1:00); Wednesday, March 11 – Proviso (10:00), Leyden (12:00), Elmwood Park (1:00); Thursday, March 12 – Triton (immediately following the Administrative Council meeting).

Prior to meeting with the DVR directors, Council members should prepare initial ideas of activities, equipment, etc. related to how they wish to use FY10 grant funds. The IWAS system will again be used to submit the grants.

## ISIS

Council members received notes pertaining to maximizing ISIS funding. Proviso, Ridgewood, and Elmwood Park must download and submit data files to the DVR office by February 25<sup>th</sup>. Leyden, Oak Park & River Forest, and Riverside-Brookfield must submit finalized reports to the DVR office by April 10<sup>th</sup>.

## CAREER/TECHNOLOGY CENTER

Ms. Schmidt reported that the Board of Control is interested in developing a career/technology center for the Region. She distributed the Board's written charge to the Council to proceed with development of the concept and to determine how to go about implementing it. The Council is to submit a proposal to the Board by the end of May, 2009. The Board's view is that a career/technology center will offer programs in addition to those already offered at the high schools and will enhance what is currently being offered. Council members are to have discussions with key personnel in their schools regarding what additional programs should be offered and any other considerations. Suggestions were made to visit the Technology Center of Dupage and the Austin Polytechnical Academy in Chicago, to consider on-line programs, and to examine whether Triton's dual credit offerings can provide schedules more conducive to high school students' schedules. The next meeting is March 12<sup>th</sup>. Tentative plans are for the Council to tour Austin Polytechnical Academy in the morning and then return to the Proviso Mathematics and Science Academy for the regularly scheduled meeting.

## OTHER

It is anticipated that Triton will host a hospitality camp in June.

At the March meeting, the Council will discuss potential areas for additional career camps.

The topic of curriculum workshops will be discussed at the next meeting.

Council members received an update on documented grant expenditures.