



# Des Plaines Valley Region

Partners in Education, Employment & Life-Long Learning

2701 W. Washington Boulevard - 2nd Floor West - Bellwood, IL 60104

708-544-4278 Office 708-544-4692 Fax

www.dvr.w-cook.k12.il.us

## DES PLAINES VALLEY REGION (DVR) ADMINISTRATIVE COUNCIL SEPTEMBER 24, 2009

### MINUTES

Elmwood Park  
CUSD 401

Leyden  
High School  
District 212

Oak Park & River Forest  
High School  
District 200

Proviso Township  
High School  
District 209

Ridgewood  
High School  
District 234

Riverside-Brookfield  
High School  
District 208

Triton College  
District 504

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 10:22 a.m. on Thursday, September 24, 2009 in the Alumni Lounge at Riverside-Brookfield High School. In attendance: Dr. Fran Brady (Leyden Dist. 212), Ms. Toni Wurch (Elmwood Park Dist. 401), Ms. Amy Hill (Oak Park & River Forest Dist. 200), Dr. Joan McGarry (Proviso Dist. 209), Ms. Tracy Jopa (Ridgewood Dist. 234), Ms. Patty Sarkady (Riverside-Brookfield Dist. 208), Ms. Antoinette Baldin (Triton), Dr. Susan Collins (Triton), Ms. Mary-Rita Moore (Triton), Dr. Anne Cothran (DVR), Ms. Karen Schmidt (DVR), and Ms. Denise Yaneck (DVR).

Dr. Cothra thanked the participants of the Programs of Study Self Assessment meeting that took place at 8:00 a.m. Completion of the Assessment is anticipated by the end of April 2010.

### ITEM I – APPROVAL OF MINUTES

In the minutes that were presented for approval, under the topic of Dual Credit, Ms. Moore suggested changing the wording of “On the question of flexibility and phasing out articulation, it may be a case by case situation,” to “Regarding students who are already in high school, during this transition of moving from articulation to dual credit, questions to granting articulated credit will be handled on a case by case basis.” With this correction, Ms. Hill moved, Ms. Moore seconded the motion to approve minutes of the September 3, 2009 meeting. All ayes; motion carried.

### ITEM II – SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

Council members received the questions that students should address in the round table session. Names of students who will participate were received from Leyden, Elmwood Park, Oak Park & River Forest, and Ridgewood. Council members are responsible to arrange for students' arrival on October 2<sup>nd</sup> at 8:00 a.m. Round table discussions will be from 8:30 – 9:30 a.m. Ms. Moore stated that Triton will provide transportation for students to return to their high schools. Names will be provided by Proviso and Riverside-Brookfield. Council members received and were asked to distributed in inter-office mail envelopes addressed to individual members of their districts. Envelopes contained an informational memo, workshop agenda, map of Triton campus, and related information. Participants can earn Administrator Academy and CPDU credit. Lists of participants have been received from each district. Council members were asked to provide additions or deletions by Tuesday, September 29<sup>th</sup>.

### **ITEM III – CAREER PLANNING BROCHURE**

Mr. Tom Vercruysse has requested students be available for a photo shoot at Triton's Fine Arts gallery the afternoon of October 14<sup>th</sup>. All Council members agreed that to the date and all have identified a student for the photo. Students' names are to be e-mailed to the DVR office, to be forwarded to Mr. Vercruysse. Council members were asked to provide Mr. Vercruysse with any remaining updates and to notify him of photo opportunities.

### **ITEM IV – DVR FACT BROCHURE**

Council members identified how the fact brochures are being utilized in their districts.

Ridgewood: Distributed to teachers' mail boxes with a follow-up e-mail on how to obtain further information.

Riverside-Brookfield: High school counselors, feeder school counselors, will be part of a presentation at the ACTE conference in November.

Leyden: Teachers' mail boxes, parent open house.

Elmwood Park: Teachers' mailboxes with a follow-up e-mail, middle schools.

Oak Park & River Forest: Teachers' mail boxes with a follow-up e-mail.

Proviso: Teachers' mail boxes, counselors, placed in displays in various areas.

### **ITEM V – DUAL CREDIT**

As schools prepare to offer dual credit classes at their schools, Council members are to notify Ms. Baldin of the courses they want to teach at their schools. Ms. Baldin will respond with information regarding future steps, including verifying teacher credentials and reviewing course outlines. At this time, Ms. Sarkady has identified a list of courses for Ms. Baldin. A question was raised about proficiency tests. If a teacher is not qualified to teach a dual credit class, can students take a proficiency test for that class? Ms. Moore stated that Triton does have proficiency test opportunities but not in all disciplines. Ms. Moore stated that she will develop a proficiency test list. She added that when students apply to Triton, are admitted, and take a proficiency test, it is transcribed as proficiency credit on the college transcript. At Ms. Schmidt's request, Ms. Moore will ask Mr. Forbes Reyes for information on the number of students enrolled in dual credit this fall. Ms. Moore stated that approximately 120 students are presently enrolled. The topic of dual credit will be discussed at the next meeting.

### **ITEM VI – PROGRAM COMMITTEE MEETING DATES**

A list of 2009-10 meeting dates and expos was distributed. Ms. Sarkady recommended that committees consider avoiding scheduling meetings the week following the School/College Partnership Workshop. A list of program committee representatives was distributed. Ms. Baldin recommended evaluating how the committees are structured in order to determine the appropriate representatives from each district. Council members receive all agendas to help determine who should attend as well as to help ensure every district is represented. At Dr. Cothran's recommendation, DVR's five-year rotation for program review will be forwarded to all Council members. At the next meeting, the Council will discuss whether program committees should be based on career clusters.

### **ITEM VII – UPDATES**

Grants and state funding: Dr. Cothran reported that CTEI funds have not yet begun to flow to DVR. If schools have critical purchases out of the CTEI grant, the Council representative should consult with Dr. Cothran. With the State's budget 28 percent in deficit, the State borrowed funds to make up the difference. Considering the fact that the State must repay the loan in March, April and May, it is recommended that we amend our payment schedule and expend all funds possible in December

and January. The exception would be line items such as salaries which cannot be spent in advance. Schools would need to send invoices to the DVR office by February 1<sup>st</sup>. Schools will receive the grant funds, but it is expected that spending later in the school year will cause the schools to have to wait longer for the State to forward payments.

Recap of ISBE meeting on courses: Information on approved CIPs and pathways was distributed. Dr. Cothran stated that our regional courses must mirror the State's descriptions, with local school descriptions being in line with the regional courses. The State is examining whether course descriptions match up. Coop CIP reimbursement can only be in approved CIPs. DVR has applied for additional CIP approvals in Health Careers, Business courses, FCS courses, and Technology courses. Dr. Cothran is working on each school's course listings to maximize program approval. She will meet individually with Council representatives regarding course approvals at their schools.

Exploring Technology: To receive approval in any Industrial Technology program sequence, Dr. Cothran stated that schools must offer a full year of Exploring Technology, however it can be offered in alternating years and FY10 can be the off year. As long as curriculum guides list two semesters and schools show enrollments every other year, schools are in compliance. The students in the second semester do not have to be the same students as the first semester.

#### **ITEM VIII – CAREER INTEREST INVENTORY**

Dr. Cothran reported that she needs to obtain downloads and reports from the schools' career interest inventories. Schools are using tools such as Naviance and Bridges. Ms. Hill noted that Naviance contracts with Bridges for the interest survey. Council members reported that it is very difficult to access reports in Naviance and Bridges. Dr. Cothran stated that Bridges is part of the statewide plan and as such should be available for free to all schools in Illinois, however Council members indicated that they have not been made aware of this. Dr. Cothran will provide the Council with the Bridges representatives' contact information.

#### **ITEM IX – DVR WEB DESIGN/MAINTENANCE**

Council members were asked to identify teachers who are in need of the required 250 non-teaching work related hours in Web Design. At this time, Ms. Jopa has stated that she needs to accrue the required number of hours. Dr. McGarry provided names to two Proviso teachers, Mr. Mike Detloff and Mr. Seamus Brennen.

#### **ITEM X – OTHER**

Ms. Sarkady distributed information on Riverside-Brookfield's event, "Passion for the Arts" scheduled for September 29<sup>th</sup>. She will e-mail the information to the Council.