

**ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
SEPTEMBER 25, 2008**

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:10 a.m. on Thursday, September 25, 2008 in Room 213 at Oak Park & River Forest High School. In attendance:

Leyden: Dr. Jack Denny, Dr. Fran Brady, Ms. Marijana Uremovic

Elmwood Park: Mr. Pete Binder

Oak Park & River Forest: Ms. Amy Hill

Proviso: Ms. Tracy Avant-Bey

Ridgewood: Ms. Tracy Jopa

Riverside-Brookfield: Ms. Patty Sarkady

Triton: Ms. Mary-Rita Moore, Ms. Tonette Baldin

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

APPROVAL OF MINUTES

Ms. Hill moved, Dr. Denny seconded the motion to approve minutes of the September 4, 2008 meeting. All ayes; motion carried.

PROJECT LEAD THE WAY

Mr. Richard Greene, Coordinator, Engineers for Tomorrow Program, provided an overview of Project Lead The Way (PLTW) including growth of the project, funding, and curriculum. PLTW is a nationally acclaimed middle and high school pre-engineering program created to prepare our future workforce for high tech, high wage jobs. Its mission is to create dynamic partnerships with schools to prepare an increasing and more diverse group of students to be successful in science, engineering, and engineering technology. The project has the support of ISBE. Grant funds are available through DCEO and the Kern Family Foundation. Information and brochures were distributed. For the upcoming School/College Partnership Workshop, the Council agreed that a breakout session on PLTW be included.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The DVR office has sent information to participants about the afternoon Triton Expo options. Participants are to select three of the five programs to visit. With the addition of PLTW, there now will be three breakout sessions offered in the morning. Information will be forwarded to participants. Ms. Uremovic provided an update on the student panel. Presently six students will participate. In advance of the workshop, the students'

counselors will review with them the specific questions to address. A suggestion was made to give each student a copy of the Dr. Seuss book, "Oh, The Places You Will Go" and/or a gift certificate.

CAREER PLANNING BROCHURES

Council members identified the students they have secured for the cover photo of the career planning brochure. Included are a Hispanic female in hotel travel (Leyden), a black male in automotive (Riverside-Brookfield), a white male in A+ (Ridgewood), a white male in retailing (Elmwood Park), and a student in a cap and gown (Triton). Female students will be selected from Proviso and Oak Park & River Forest. Students are to wear basketball uniforms. The photo shoot will take place in Triton's gym on either October 7th, 8th, or 10th and is anticipated to take approximately one hour.

DVR FACT BROCHURE

Council members identified how the DVR fact brochure has been utilized.

Elmwood Park: Faculty meetings, new teachers, CTE teachers, district office, counselors' office, career center, superintendent's office, board of education.

Leyden: Teachers, open house with parents, CTE departments.

Ridgewood: Teachers, counselors, business office, counselors' office.

Oak Park & River Forest: To be distributed at October full faculty meeting.

Proviso: Distributed among departments.

Riverside-Brookfield: Teachers, Applied Arts department will have a meeting with Student Services in October, counselors, leadership council, department chairpersons, administrators.

PROGRAM COMMITTEES

A schedule of program committee meeting dates was distributed.

DUAL CREDIT

Ms. Moore stated that she will be attending the Dual Credit Summit conference in October. At the November meeting, she anticipates providing details on dual credit offerings and future plans.

STAFF INTEGRATED TEAM EXPERIENCE

As a follow-up to the last meeting, the Council discussed potential changes to the SITE program, particularly the Board of Control's suggestion to include students and how this would change the goals of the program. Discussion included the following:

Include a student component in which the students have an experience parallel to that of the teachers; on the 3rd day of the program both students and teachers get together to discuss the experience.

Some businesses will not allow students access to the same areas of the company as adults.

Have a template for SITE participants to use to develop curriculum; share the information and even post it on the DVR web site. A plan for distributing this information is needed so that it gets to other teachers in the school, not just the SITE participant.

Students should be juniors or seniors.

The first year, include only one or two students from each school.

In addition to Gloria Currins, utilize a second coordinator to work with the student component.

Ms. Schmidt will share these comments with the Board of Control at the November meeting.

HEALTH CAREERS CAMP

Ms. Schmidt reported that she will be meeting with Toni Wurch and Jennifer Maldonado regarding plans for the health careers camp.

With recent school closings due to flooding, some schools will need to extend the school year to make up for missed days. To assist in selecting dates for the health careers camp, Council members were requested to notify the DVR office if their school calendar has been changed.

UPDATES

Grants: Ms. Schmidt reminded Council members to ensure that grant funds are spent in a timely manner. All equipment should have been ordered and/or received by now. Schools need to document the location of equipment purchased with grant funds.

Reminder of 2000 hour requirement: CTE teachers must have 2000 hours work experience in the area in which they teach. The hours must be documented and on file at the local district.

ISIS

No report.

OTHER

Ms. Moore distributed information on Future Focus, Triton's district-wide college fair.