

ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
SEPTEMBER 4, 2008

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:30 a.m. on Thursday, September 4, 2008 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. Tracy Avant-Bey

Ridgewood: Ms. Tracy Jopa

Riverside-Brookfield: Ms. Patty Sarkady

Triton: Ms. Cheryl Antonich, Ms. Antoinette Baldin, Ms. Mary-Rita Moore, Mr. Sujit Zachariah

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

Program Committee Chairpersons: Ms. Gloria Currins, Ms. Val Pozen, Ms. Heather Shannon, Mr. Steve Silca

Guests: Ms. Marijana Uremovic, Mr. Tom Vercruysse

APPROVAL OF MINUTES

Ms. Hill moved, Dr. Brady seconded the motion to approve minutes of the May 29, 2008 meeting. All ayes; motion carried.

LEADERSHIP ROLE OF THE ADMINISTRATIVE COUNCIL

Ms. Schmidt highlighted the responsibilities of the Administrative Council. Dr. Brady and Mr. Binder shared their perspectives on the role of a Council member, including marketing career pathways, administering grants and monitoring budgets, promoting programs to impact funding, tracking student performance, utilizing the Administrative Council manual, and utilizing ideas shared by other Council members. Updated manuals were distributed.

PROGRAM COMMITTEES

This year's program committee chairpersons are Gloria Currins (Business Education), Val Pozen (Family & Consumer Science), Heather Shannon (Student Services), and Steve Silca (Industrial Technology). Each chairperson distributed and reviewed goals for this year. Council members are to provide the DVR office with updated lists of their

respective district's committee representatives and to encourage attendance at all meetings. Chairpersons are to provide the DVR office with a list of meeting dates by September 18th.

GRANTS

Grant funds are to supplement, not supplant, the schools' CTE programs. The Carl Perkins and CTEI grants are now submitted in IWAS through ISBE's web site. Amendment procedures are outlined in the Administrative Council manual. Funds must be spent in a timely manner and reimbursement requests submitted in accordance with established payment schedules. The Region continues to utilize the Equipment Approval form; equipment is defined as an item with a single unit cost of \$500 or more. Out-of-state travel letters are no longer submitted to the DVR office; the information must now be entered into IWAS.

DVR FACT BROCHURE

Copies of the updated regional fact brochure were given to Council members, for distribution to all faculty members at their schools.

CAREER PLANNING BROCHURE

Mr. Vercruysse distributed a timeline for production of this year's brochures. Council members are to select one student from each district for the cover photo to be taken the week of October 6th. Names of students are to be brought to the September 25th meeting. Student testimonials need to be obtained. December 1st is the target date to have all districts' brochures available.

TRITON TESTING CENTER

Ms. Moore is in the process of exploring implementation of a WorkKeys testing center at Triton. With the college assessing its testing center in general this year, and with exploration of other established testing centers, Ms. Moore anticipates providing further details at the next meeting.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP – OCTOBER 9, 2008

Dr. Larry Warford will serve as keynote speaker; his focus is the global workforce and career pathways. One of the breakout sessions will include a panel of students sharing their motivation behind being a successful student. Ms. Uremovic will work on selecting the students and will serve as moderator. A theme has not been decided upon. A suggestion was the Dr. Seuss title, "Oh, The Places You Will Go." In the afternoon, the Triton Expo will highlight the following Triton programs: Visual Communication Packaging, Nano-technology, Medical Assisting, Going Green, and either Emergency Management/Disaster or Radiology. Ms. Moore will provide the DVR office with details about each program area. This information will be distributed to attendees who will select three programs to visit; each visit will be 30 minutes and groups can be as large as 20 persons.

DUAL CREDIT

Ms. Moore distributed enrollment information. Currently 162 students are participating, and many students are exploring more than one program area. Information has been sent to the high schools

from Mr. Forbes Reyes. All courses except for CIS are running. Information on the dual credit summit in Springfield, October 6-7, was provided.

UPDATES

Administrative Council meeting dates: Council members selected the following locations for this year's meetings: September 25 – Oak Park & River Forest, November 6 – Elmwood Park, December 11 – Ridgewood, February 5 – Leyden, March 12 – DVR, April 16 – Triton, May 7 – Riverside-Brookfield, and May 28 – DVR

Illinois Association for Career & Technical Education: Mr. Lund reported on the IACTE conference.

Health Careers Camp: Twenty four students participated in the three-day event. Students toured Northwestern Hospital, Triton, Franklin Park Fire Department, and Loyola Medical Center. The success of this camp may prompt career camps in other program areas. A summary of students' evaluations was distributed.

Staff Integrated Team Experience: A summary of evaluations was distributed. Ms. Schmidt stated that the Board of Control has expressed concern over accountability in terms of determining how teachers use the information gained from participating in SITE and how students in the classroom are impacted. The Council was asked for ideas for ways to ensure a direct impact on students. Suggestions included a survey for teachers to reflect on what they learned and what changes they actually made in the classroom as a result, submission of lesson plans that implement what was learned, and providing a way for teachers to share lesson plans such as filing them on-line through DVR's web site.

The Council discussed a suggestion from the Board of Control regarding having each SITE participant invite a student to attend with them. This would change the program in that SITE is for teams of teachers to work together; the goals of the program would be changed. There would need to be an actual function for the students' involvement. Businesses set up tours differently for students as opposed to adults. This topic will be discussed at the next meeting.

OTHER

Career Pathways books were distributed. Council members were asked to take one copy for each of their Tech Prep team members.

At the request of Superintendent Dr. Attila Weninger, the DVR office is compiling lists of programs offered at each school, to identify commonality among the schools. Council members were asked to provide the requested information.

At the September 25th Administrative Council meeting, a representative from Project Lead the Way will present the project, including two competitive grants schools can apply for.

The National Career Pathways conference will be held October 22-25 in Cincinnati, Ohio.