

ADMINISTRATIVE COUNCIL
DES PLAINES VALLEY REGION
SEPTEMBER 7, 2006

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 7, 2006 in the Columbian Room at the Carleton Hotel, Oak Park, IL.

In attendance:

Leyden: Dr. Jack Denny

Elmwood Park: Mr. Pete Binder

Oak Park-River Forest: Ms. Amy Hill

Proviso: Mr. Kyle Hastings, Ms. Suzanne Green

Ridgewood: Ms. Jennifer Buteyn

Riverside-Brookfield: Mr. Rick Mangun, Ms. Patty Sarkady

Triton: Ms. Mary-Rita Moore, Mr. Jeff Cooks

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

Program Chairpersons: Ms. Gloria Currins, Ms. Val Pozen, Ms. Kimberly Kopec

Guests: Ms. Mary Docken, Mr. Tom Vercruysse

ROLE OF THE ADMINISTRATIVE COUNCIL

Ms. Schmidt provided an overview of the leadership role of the Administrative Council.

APPROVAL OF MINUTES

Mr. Binder moved, Dr. Denny seconded the motion to approve minutes of the May 25, 2006 meeting. All ayes; motion carried.

PROGRAM COMMITTEES

Program chairpersons outlined goals for their respective committees for the 2006-07 school year.

Business Education: Ms. Currins stated that her committee will focus on electronic student career portfolios, dual credit, seeking high school visitations by Triton representatives to provide students with course information, requirements for computer literacy, Women in Non-traditional Careers conference, review courses in accordance with state legislative guidelines, curriculum sharing and course development, teacher training on SAM/TOM software, and Bridges training.

Family & Consumer Science: Ms. Pozen stated that her committee will focus on communication, Triton instructors conducting seminars for high school students, the Foods Expo, and ensuring that curriculum remains in line with articulation guidelines for agreements already in place. FCS meetings will be in the format of Triton instructors conducting workshops for high school instructors.

Student Services: Ms. Kopec stated that the committee will focus on conducting the annual sophomore career interest survey, enhancing communication, developing an on-line resource of contact persons for career fairs and field trips, continuing to provide training and access to Bridges and other career software and materials, and each school completing at least two career field trip experiences.

Ms. Schmidt emphasized that the district representatives who serve on these committees are the curriculum leaders in the Region. Council members are encouraged to ensure that all districts are represented at all meetings.

ADMINISTRATIVE COUNCIL MANUAL

Attendees received and reviewed a manual containing information pertinent to their roles as Administrative Council members. Specifically noted were grant payment schedules which need to be adhered to in order to avoid excess cash on-hand, payment freezes, and potential fines. Out-of-state travel letters should be submitted as soon as possible; travel funds are strictly for CTE teachers, counselors, and Tech Prep team members and are not for administrators. Equipment approval forms also should be completed as soon as possible and must be submitted prior to purchases. Equipment is defined as an item costing \$500 or more per unit. Equipment must be for CTE students, not for instructors' use. All items are to be purchased in a timely manner in order to be available for use throughout the school year. The amendment process was reviewed.

OUTREACH AND FACT BROCHURES

Council members received copies of the updated DVR fact brochure which they should forward throughout their districts. The brochure includes the history of the Region.

Mr. Vercruysse will have a timeline and related information about the career brochure for the next meeting. Council members were instructed to identify photo opportunities early in the semester, provide Mr. Vercruysse with updates for their individual district brochure, and inform the DVR office next week of the quantity needed as well as the date by which brochures are needed.

SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

The theme of Dr. James Stone's presentation is "Building Successful Schools: The role of CTE in enhancing rigor and providing relevance." A draft agenda was distributed and reviewed. Topics for round table presentations have been submitted by Leyden, Elmwood Park, and Ridgewood. Submissions of Partnership award nominations are due by Tuesday, September 12th. A suggestion was made to invite and recognize business partners. The Council agreed that the primary contact person from each business that hosted a SITE visit in June should be invited to attend some portion of the workshop. As SITE coordinator, Ms. Currins will provide contact information. A suggestion was made to send press releases to local papers about the Partnership awards.

GROUP PURCHASE OF KEYTRAIN

The Council discussed the potential for all of the schools to participate in a group purchase of KeyTrain. Schools that originally purchased the program can convert to the Internet-based version for a fee of \$500. It was agreed that schools need to confirm whether they own a license for KeyTrain, and if they do, the \$500 conversion option is less expensive than a consortium purchase.

UPDATES

As part of the Administrative Council manual, members received a list of dates and locations for this year's meetings.

Dual Credit: Ms. Moore reported that schools need to provide Triton with information about students who will be participating in dual credit classes. Triton needs to know the approximate number in advance in order to be adequately prepared, enough sections can be planned for, and parents can be informed. The dual credit timeline requires an estimate from the high schools in April. It was suggested that a meeting be held for the persons in each school who facilitate the dual credit process; Ms. Moore will set a date. The DVR directors will discuss with Cheryl Antonich the issue of basic tool kits being provided for dual credit students as well as where the kits will be housed.

Illinois Association for Career and Technical Education (IACTE): Mr. Lund reported on the DVR directors' attendance at the meeting. He highlighted IACTE's mission and vision for the Education for Employment systems.

Staff Integrated Team Experience (SITE): An evaluation of the June 2006 program was distributed. Ms. Currins is working on activities and business sites for next year.

NAVIANCE

Mary Docken provided a demonstration of the Naviance on-line student data system, its uses, whom can use the system, what information it can contain, and communication capabilities. Naviance provides for managing student information, communicating with students, and analyzing the results.