



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 ADMINISTRATIVE COUNCIL SEPTEMBER 3, 2009

MINUTES

Ms. Karen Schmidt called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:06 a.m. on Thursday, September 3, 2009 in Room 215 at West 40, Bellwood, IL. In attendance:

Leyden Dist. 212: Dr. Fran Brady, Dr. Jack Denny

Elmwood Park Dist. 401: Ms. Toni Wurch

Oak Park & River Forest Dist. 200: Ms. Amy Hill

Proviso Dist. 209: Dr. Joan McGarry

Ridgewood Dist. 234: Ms. Tracy Jopa

Riverside-Brookfield Dist. 208: Ms. Patty Sarkady

Triton: Ms. Antoinette Baldin, Dr. Susan Collins, Ms. Mary-Rita Moore

DVR: Dr. Anne Cothran, Ms. Karen Schmidt, Ms. Denise Yaneck

Program Chairpersons: Ms. Karen Bear, Ms. Val Berger, Ms. Cari Franz, Mr. Steve Silca

Topics of discussion were addressed in an order differing from that of the printed agenda, to accommodate attendees who could not attend the entire meeting.

ITEM I – WELCOME AND INTRODUCTIONS

Ms. Schmidt welcomed everyone. Attendees introduced themselves.

ITEM II – APPROVAL OF MINUTES

Dr. Brady moved, Ms. Sarkady seconded the motion to approve minutes of the May 28, 2009 meeting. All ayes; motion carried.

ITEM III – PROGRAM COMMITTEE CHAIRPERSONS' GOALS FOR 2009-10

Program chairpersons serve as curriculum leaders, and the program committees have initiated new ideas for the schools.

Chairpersons are to provide the DVR office with a list of meeting dates by September 22nd.

Schools are encouraged to send representatives to each meeting, even if they do not offer the program area that is the meeting's focus.

Family & Consumer Science: Ms. Berger distributed and reviewed goals which include increased school participation at curriculum expos, assisting in facilitating expos, continued work with Triton faculty on teacher seminars held in conjunction with committee meetings, updating outlines and articulation agreements, curriculum revitalization workshop, maintaining open communication between participating faculty, and holding meetings in six areas of FCS. Ms. Berger described activities associated with the expos. Regarding the culinary expo, Ms. Baldin stated that, rather than holding one large event, individual events may be held at the high schools.

Industrial Technology: Mr. Silca distributed and reviewed goals which include improved attendance at meetings, increased collaboration among teachers and departments, developing a joint field trip to a trade school, inviting Triton professors to visit the high schools to present course offerings and sequences, and exploring alternatives to the AutoDesk Design Academy (ADA) software. The Council discussed the ADA software. The following comments were made.

Will the software stop running in January if we have not renewed the license?

The previous version can be reinstalled and will not stop running.

Triton cannot offer dual credit if the high schools are not running the current software level.

Does it matter which version schools are using?

With the ADA package, students have industry level experience with the software.

Determining which aspects of the package are being used will dictate whether we continue with ADA or a different package.

AutoDesk only offers a 125 seat package.

With the State's delay in funding, DVR did not purchase the renewal in July. The question was raised as to whether the schools want to proceed with the 2010 purchase.

Ms. Jopa stated that Ridgewood would prefer to advance to the current level rather than reinstall the previous version. Dr. Brady and Ms. Sarkady stated that their schools will stay with the previous version. The other districts must decide which version to go with.

Schools will not install a new version part-way through a semester.

Mr. Silca will contact the ADA vendors to inquire about a six-month license. If the companies will not offer a six-month license, he will need the Council's input regarding a response. He will forward to the Council any information he obtains so that a decision can be made.

Student Services: Ms. Franz distributed meeting dates and goals which include developing an online resource to share contacts for career related activities, gathering data from the Learning for Life survey to determine career field trip experiences for students, utilizing available funds for career materials and activities, completing two field trip experiences per school, and utilizing Naviance as a career/college exploration tool. She discussed the use of Naviance, which is similar to Bridges yet has a "more academic" look. She will explore how students' career interests match up with career clusters.

Business Education: Ms. Bear distributed and discussed goals which include implementing career pathways information into curriculum, documenting changes in software to keep the committee informed of usage for testing and on-line training activities, coordinating the Women in Non-traditional Careers conference, reviewing regional course offerings, coordinating updates in curriculum and implementing WorkKeys, developing guidelines for student electronic portfolios, coordinating a curriculum revitalization workshop, continuing the "teacher feature" sharing time at meetings. Tentative dates were presented.

ITEM IV – DUAL CREDIT

A chart of Triton dual credit courses was distributed. The list is based on what is currently offered, but other courses could be added. Ms. Baldin explained the requirements for tiers 1, 2 and 3. At the high schools, tier 3 credentialing is required for Triton to be able to transfer the credit to a four-year institution. Triton must document application and credentials for the teachers. Triton faculty will work one-on-one with high school faculty to determine credentials. A comment was made about the problem of sustainability at the high schools in maintaining the credentials of teachers; there is an issue concerning two teachers teaching the same course, but one has the required credentials for dual credit and the other doesn't. High Schools may only be able to participate in dual credit at a certain level due to credential issues. A question was raised about pulling out articulation when students were informed that it would be an available option to them. 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. A question was raised about having a local cohort of those persons needing the required 15 hours of graduate credit. A suggestion was made to write a position paper from the Region about wanting to offer student opportunities, not limiting them. On the issue of time constraints, a definitive answer is needed by October 1st so that schools can prepare registration materials for next year. The question was raised as to whether we can decide on initial courses by October 1st and progress to offering additional courses over the next several years.

ITEM V – LEADERSHIP ROLE OF THE ADMINISTRATIVE COUNCIL

Council members are the educational leaders both locally and in the Region. They represent the ideas and direction of their respective districts. Among their responsibilities are the grants, communication with their administrators, teachers, superintendents, and other district personnel, and providing leadership for the Region. Based on her perspective, Dr. Brady provided an overview of a Council member's responsibilities.

ITEM VI – PERFORMANCE INDICATORS

Dr. Cothran distributed performance indicators for each individual district. She explained how to read the information which is based on last year's data, and what is the State's source for this data. It is anticipated that updated data will be available by next meeting. Students with Social Security Numbers in ISIS are tracked for post-secondary employment. A question was raised as to whether the performance indicators affect funding. Perkins required writing reports about students at the CIP level if they did not meet expectations and what the schools would do to address non-performance. New Perkins guidelines could threaten funding for non-performance. ISIS was created to be a funding mechanism, but with the Federal Government requirement for statewide reports, ISIS is now being used to pull data to produce reports.

ITEM VII – LABOR MARKET DATA

This topic will be postponed until the next meeting. Information was provided for the Council's review.

ITEM VIII – PROGRAMS OF STUDY SELF-ASSESSMENT

The Programs of Study Self-Assessment document was distributed. A program of study differs from a career pathway in that it includes many more elements to make it successful for students. Each EFE region is required to conduct one self-assessment this year. Representatives from each district need to participate. The expected outcome is to identify the good aspects of the program being assessed and how to improve it. This is to be an exercise for us to evaluate a program based on the principles that make up a successful program of study. Riverside-Brookfield's Radio/TV program will be assessed this year and the results provided to ICCB next spring. Council members are to determine representatives from their districts who will participate on the assessment team. The Council agreed to have an assessment meeting from 8:00 to 10:00 a.m. on Thursday, September 24th, to be attended by Council members, technology persons, and any other relevant district personnel. The regularly scheduled Administrative Council meeting will follow immediately at 10:00 a.m. The meeting will be held at Riverside-Brookfield High School.

ITEM IX – DVR FACT BROCHURE

Fact brochures and calendars were provided. Council members are to distribute the materials within their districts.

ITEM X – CAREER PATHWAYS

Council members shared samples of materials being used or developed to promote career pathways. Examples included career planning guides with charts, KeyTrain, ACT, DECA, career cluster materials, and plans for the professional development team to do a career inservice day.

ITEM XI – CAREER PLANNING BROCHURE TIMELINE

The timeline was presented by Mr. Tom Vercruysse. A mock-up design with the theme "framing your future" was presented. The design had been suggested at a Council meeting last spring. Dr. McGarry moved, Ms. Wurch seconded the motion to proceed with the theme. Updates are needed by October 9th. Mr. Vercruysse wants to take photos at this time. Council members are to provide names of students for the cover photo which will be taken the week of October 5th. The following students will be selected: Leyden - Hispanic male; Elmwood Park – Caucasian female, Ridgewood – Caucasian male, Proviso – black male, OPRF – Asian female or black male. RB will need to determine a student. A suggestion was made to hold a competition for students to design the brochure. A subcommittee was recommended, to develop guidelines for the competition. Dr. McGarry and Dr. Brady will serve on the committee.

ITEM XII – SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

A tentative agenda, outcomes, and evaluation form were distributed. Students will be involved in round table discussions as opposed to presenting to a large group. The questions for students to address will be generally about technology. Presenter Meg Ormiston will provide the specific questions. It is requested that one student from each school participate. Administrator's Academy credit will be available at a cost of \$15. Council members were asked to assist in providing lists of attendees from their districts. Lists have been received from Leyden, Triton and Ridgewood. A suggestion was made to establish a dress code for the event. "Business casual" is interpreted differently by different people.

ITEM XIII – GRANT UPDATES AND TIMELINES

Payments for our grants are expected to be 60 working days behind schedule. At the point at which schools begin spending, Dr. Cothran reported that a suggestion at the System Directors Leadership Council meeting is for the bulk of spending take place between December and March, with schools amending payment schedules to request payments earlier in the school year. Perkins funds have begun flowing to the Region, but CTEI funds have not. At this time we have not received an authorization letter from ICCB regarding approval of the FY10 Partnership for College and Career Success grant.

The contents of the Administrative Council manual were reviewed. In IWAS, all grants must include details such as names of persons doing curriculum projects, travel details, etc. since the grants are approved contingent upon providing all required information. Items costing under \$500 are supplies; items over \$500 per item are classified as equipment.

The ISIS timeline notes that the first semester must be downloaded the first day after the end of the first quarter. The spring semester must be downloaded the 10th day into the second semester.

ITEM XIV – CAREER SOFTWARE

This topic was addressed in a previous item.

ITEM XV – UPDATES

Student and Staff Integrated Learning Experience: An evaluation summary was provided. The June 2009 program included 21 teachers and 19 students. Teachers' lesson plans will be posted on DVR's web site. The program design of including both students and staff will be conducted again in 2010.

Illinois Food Safety and Sanitation Certification Workshop: An evaluation summary was provided. Of the 13 students and 3 teachers who participated, a total of 13 persons passed the certification test.

Health Careers Camp: An evaluation summary was provided. Two students and the two program coordinators presented information about the program to the Board of Control. Evaluations again indicated that the students were very enthusiastic about the program.

Administrative Council meetings: Council members were reminded of the dates and locations for this year's meetings.

Dual credit drive-in workshops: A workshop will be held October 27th in Elgin. Several Council members indicated that their districts will be represented at the workshop.

OTHER

With DVR now located at West 40's facility, Dr. Cothran questioned whether Council members would want all meetings to be hosted at the DVR location. Council members agreed that they prefer to continue meeting at the different schools in the Region.

The System Directors Leadership Council suggests that everyone write letters to legislators thanking them for supporting the CTE budget line item.

A KeyTrain users group meeting will be held in Joliet on October 22nd. Topics will include employment training, uses of the program, the status of the State as far as State-level certification and other facets of the program.