

DES PLAINES VALLEY REGION  
ADMINISTRATIVE COUNCIL  
NOVEMBER 15, 2012

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:10 a.m. on Thursday, November 15, 2012 in the Boardroom at Elmwood Park High School. In attendance: Ms. Toni Memmel (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Mr. Ed Moyer (Proviso Dist. 209), Ms. Sheri Costello (Ridgewood Dist. 234), Dr. Susan Collins (Triton College), Dr. Anne Cothran (DVR), and Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Collins moved, Mr. Moyer seconded the motion to approve minutes of the September 6, 2012 meeting. All ayes; motion carried.

HEATHER SASS WORKSHOP PARTICIPATION AND BUDGET

Each year we have budgeted for 12 seats for the Heather Sass workshops and have had to file amendments late in the fiscal year to reallocate unused funds. The Board of Control voted to reallocate the remaining funds (for the February and June 2012 workshops) now, into workshops to complete our Programs of Study collaborations. Discussions included getting academic department chairs included, particularly math, and developing recommendations for how to structure viable programs at each home school that give access to students earning a college credential by the time they graduate from high school. The importance of including counselors was also noted.

Meetings will be held to develop a plan per the Board's directive. The Council discussed the focus (i.e. Programs of Study) and the required outcomes of these meetings, the timing of meetings, and who should be involved.

Outcome of discussion:

The first meeting will be December 13<sup>th</sup> and will immediately follow the Administrative Council meeting already scheduled for that morning. The focus will be whether the Programs of Study templates accurately reflect the preparation of students at each home school for each college credential. Included will be Administrative Council members, counselors (who can provide input on what can or cannot fit into students' schedules), and high school and college representatives from English, Math, and Science (who can provide input on the requirements in order to prepare students for college).

The second meeting will be February 7-8. Several separate meetings, organized by postsecondary pathway credentials, will take place on these days, with half of the groups meeting on the first day and the other half meeting on the second day. The focus will be what can be done about Dual Credit opportunities for the Programs of Study.

A third meeting will be scheduled in order to address teachers who are or could be qualified to teach Dual Credit and to discuss the electives.

Dr. Cothran will proceed with amending the budget to reallocate the February and June Heather Sass workshop funds in order to support the Programs of Study meetings.

#### DUAL CREDIT: TRITON CAMPUS PROGRAM CLASS SUMMARY

Students from the following schools are enrolled in Dual Credit classes on Triton's campus for the fall 2012 semester: East Leyden, West Leyden, Elmwood Park, Oak Park & River Forest, Proviso East, Proviso West, and Ridgewood. Council members received enrollment summaries provided by Adrian Perkins, Triton's Dual Credit Specialist. Dr. Collins distributed the current schedule of Triton campus Dual Credit offerings.

#### OCTOBER SCHOOL/COLLEGE PARTNERSHIP WORKSHOP EVALUATION

Council members received a summary of evaluations from the October 4<sup>th</sup> workshop. At the November 14<sup>th</sup> Board of Control meeting, it was requested that the 2013 School/College Partnership Workshop include strands for counselors, administrators, and faculty and include continued conversations of math cut scores from last year. At the December 13<sup>th</sup> meeting, the Council will address strands, theme (building on themes from the previous workshops), and finalizing a date for 2013.

#### ISBE – FEDERAL AUDIT OF FY12 PERKINS

Council members were again reminded that all FY13 equipment should have been purchased and should be in use in the classrooms this semester.

#### TEACHER SERVICE RECORD REPORT

Council members received the newly available Teacher Service Record report. Each district is responsible for reviewing the report for accuracy, and if changes are needed the appropriate information is to be provided to their Human Resources department. In an audit, the service code will be checked against the teacher's certification area to ensure a match.

#### EFE PARTICIPATING SCHOOL DISTRICTS REPORT

Council members received the current EFE Participating School Districts report. Those present checked their school's information for accuracy, initialed, and returned the report to the DVR office.