

**MINUTES OF THE APRIL 22, 2021 MEETING OF THE
DES PLAINES VALLEY REGION ADMINISTRATIVE COUNCIL**

Members Present:	Dr. Anne Cothran (DVR), Dr. Jennifer Davidson (Triton Dist. 504), Ms. Pamela Harmon (Triton Dist. 504), Mr. Frank Holthouse (Leyden Dist. 212), Mr. Eric Lasky (Ridgewood Dist. 234), Mr. Neil Posmer (Elmwood Park Dist. 401), Ms. Antoinette Rayburn (Proviso Dist. 209), Mr. David Weishaar (Riverside-Brookfield Dist. 208), Ms. Sarah Wurster (Oak Park & River Forest Dist. 200)
Member(s) Absent:	None
Staff:	Ms. Lori Kwon (DVR)

CALL TO ORDER

Dr. Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:15 a.m. on Thursday, April 22, 2021 via Zoom conference.

APPROVAL OF MINUTES

Mr. Holthouse moved, Mr. Lasky seconded the motion to approve the minutes of the March 11, 2021 meeting. None opposed. Motion carried.

FY22 PLANNING

A. Triton In-Person Visits: Dr. Cothran conveyed to the Council the DVR Board's preference for in-person over virtual Triton Program visits in the Fall. The Council decided to offer Triton's Auto, Business, Criminal Justice, Engineering/Manufacturing, Health and IT Programs to students. Dates and times of the visits will be presented to the Council for review and approval in the May Admin Council meeting.

B. Board Approval to Post Stakeholder Survey Updates (Shared Google Forms): Dr. Cothran asked Districts post the Board-approved student and parent survey updates on school websites. Mr. Holthouse suggested survey response rate would improve if questionnaire links were disseminated by the Admin Council to District administrators and teachers rather than from DVR. District stakeholders would be more familiar with the members of their own School. Dr. Cothran agreed that the Council is best informed about any updates to the survey participant lists. She requested the Council let her know by the May meeting whether DVR should email the survey link to District administrators, teachers and counselors.

C. October 4, 2021 Workshop Participants: Dr. Cothran announced the number of available seats for each District will be the same as the October 5, 2020 workshop. She requested participant lists to include name, email address and title.

D. FY22 Committee Chair Annual Applications: The Council was pleased to hear that the DVR Board has approved the Committee Chairs for next year.

E. FY22 Budgets: To date, ISBE has not released the FY22 budget allocations to EFEs or the budget computations in IWAS. Dr. Cothran discussed the two-step process to submitting the budget to ISBE under the new Perkins V. The first part is to load the budget into IWAS for Dr. Cothran's review of the print screen before the final submission to ISBE. As with FY21, the second component is to include and submit the Goals and Strategies page. Every Goal and Strategy named in the Comprehensive Local Needs Assessment (CLNA) must be reflected in the grants and in the budget lines.

COMPLETION OF FY21 GRANTS

Dr. Cothran invited Council members to send her any amendment requests before the end of the week. She has received phone calls and emails from ISBE to spend out all of prior and current years' grant funds as soon as possible, especially the FY20 Education Career Pathway Grant. Dr. Cothran asked for the Council's cooperation

and for the submission of final expenses to DVR in time for each District's May Board meeting. The goal is to submit June expenditure reports in IWAS and close out both FY20 and FY21 grants by June 30, 2021.

COMPLETION OF FY21 SIZE/SCOPE/QUALITY CURRICULUM WORK

Dr. Cothran asked for the status on checking off each approved CTE Program for Size, Scope and Quality in the shared documents. She emphasized that these issues have been discussed since creating the Local Needs Assessments and that the criteria must be met in every CIP which should be reflected in the program quality review form that Districts must complete when required. Concerns were raised by the Council that with so many new elements to the Size, Scope and Quality for every CIP that demand the cooperation and involvement of numerous stakeholders, fulfilling every criteria may be unrealistic to achieve. Dr. Cothran's understanding is that after the first program quality review in FY22 by ISBE, Districts will be given a two-year period to complete and improve the Size, Scope and Quality requirements.

A. Dual Credit in Every CIP: Required in every CIP.

B. Collaboration on Regional Team Challenge/Competitions or CTSOs: Either or is required in every CIP.

C. Employability Skills in Every CIP: Required in every CIP.

D. Work-Based Learning (WBL) in Every CIP: Required in every CIP. The state has not released the handbook on WBL. ISBE announced that Group 5, Co-Op Class, does not need to be incorporated into WBL. Group 3 Class teachers are qualified to send students on internships. Leyden High School's Culinary Breakfast Cart Program, Elmwood Park High School's Virtual Enterprise and Oak Park & River Forest High School's Incubator classes all qualify as WBL. While ISBE is in the process of determining how to tally student hours for WBL, Dr. Cothran suggested Districts advise students to record their hours for any and all "Internship, career-related service learning, paid work experience, on-the-job training, transitional jobs, apprenticeships (i.e. youth, pre-registered, non-registered research), student-led enterprise, remote work for client/employer, school-based enterprise, cooperative work agreement or clinical experience" (<https://www.isbe.net/Documents/PQR-Template-Guidance.pdf#search=work%20based%20learning%20WBL>) in Transeo to be uploaded into each School's data management system, available to be submitted to ISBE upon request.

TRANSEO IMPLEMENTATION

Mr. Lasky presented on Transeo by screen sharing the application for the Council. He pointed out that after much effort, Transeo is functional for the purpose of data collection to track College and Career Readiness Indicators (CCRIs). Mr. Lasky illustrated features of the software available to students. Under the Dashboard, students can record and earn different Badges such as Community Service, Co-Curricular Activities, Summer Employment, 12-Month Employment, Program of Study, Dual Credit Course, Military Service/ASVAB, Industry Credential, Career Development Experience and CCR Academic Indicators. When the feature for importing data becomes available in Transeo, administrators will be able to track CCR completion by students for eventually reporting to the state. Mr. Lasky answered Council members' questions about specific features of Transeo. The Council spoke about the difficulties they experienced with the implementation of Transeo and discussed comparable and distinguishing characteristics of a different educational software.

OTHER

- In response to the Council's inquiries, Dr. Cothran said Districts can claim for transportation costs only for Special Population students attending Dual Credit classes, per ISBE. She will notify the Council for more information on transportation as they become available.
- Dr. Cothran invited input on how to facilitate the transition to a new Director. The Council asked to invite Mr. Kuhn to the May Admin Council meeting.

Adjourned at 9:20 a.m.