

**MINUTES OF THE MAY 13, 2021 MEETING OF THE  
DES PLAINES VALLEY REGION ADMINISTRATIVE COUNCIL**

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<b>Members Present:</b>	Dr. Anne Cothran (DVR), Dr. Jennifer Davidson (Triton Dist. 504), Ms. Pamela Harmon (Triton Dist. 504), Mr. Frank Holthouse (Leyden Dist. 212), Dr. 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)
<b>Member(s) Absent:</b>	None
<b>Staff:</b>	Ms. Lori Kwon (DVR)

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**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, May 13, 2021 via Zoom conference.

**APPROVAL OF MINUTES**

Ms. Rayburn moved, Mr. Weishaar seconded the motion to approve the minutes of the April 22, 2021 meeting. None opposed. Motion carried.

**FY22 ADMINISTRATIVE COUNCIL MEETING DATES**

The DVR Board has approved two additional Admin Council meetings in the event any grant-related circumstances arise that require collaboration. Mr. Kuhn may decide to cancel the January meeting at his discretion.

<b>Date</b>	<b>Times</b>	<b>Place (Video or In-Person)</b>
Thursday, 8/26/21	8:15 a.m. – 10:00 a.m.	DVR at Triton College, M Building
Thursday, 9/16/21	8:15 a.m. – 10:00 a.m.	East Leyden High School
Thursday, 10/14/21	8:15 a.m. – 10:00 a.m.	Proviso Math & Science Academy
Thursday, 11/18/21	8:15 a.m. – 10:00 a.m.	Triton College, T Building
Thursday, 12/9/21	8:15 a.m. – 10:00 a.m.	Ridgewood High School
Thursday, 1/20/22	8:15 a.m. – 10:00 a.m.	TBD
Thursday, 2/10/22	8:15 a.m. – 10:00 a.m.	Triton College, H Building
Thursday, 3/10/22	8:15 a.m. – 10:00 a.m.	Oak Park & River Forest High School
Thursday, 4/7/22	8:15 a.m. – 10:00 a.m.	Riverside-Brookfield High School
Thursday, 5/12/22	8:15 a.m. – 10:00 a.m.	Elmwood Park High School
Thursday, 6/9/22	8:15 a.m. – 10:00 a.m.	DVR at Triton College, M Building

**FY21 FINAL PEKINS REPORT (GROUP COLLABORATION/SHARED FILE)**

The shared document will be the final FY21 Perkins report to ISBE. By the end of May, the only missing information from the shared file should be the pass rate of CTE students. All other Goals and Strategies questionnaires must be completed by each district before the end of May.

**Facilitate development of students' personal career goals using PACE Framework:**

- Programs of Study brochures in English and Spanish are posted on the DVR website.
- All Elementary School Districts have incorporated PACE Framework into their FY21 CTEI Grants.
- 2020 Regional Workshop was conducted by video conference. AC members received access to participant exit survey results.
- Due to the pandemic, 48% to 98% of first-year student population completed the career assessment, depending on the district.

- Not all results were turned in from Oak Park & River Forest High School District 200.
- Not all results were turned in per building from multi-campus districts.
- Next year, please facilitate so all freshmen will be administered career assessments.
- Next round of data should be available in the Fall. The state may or may not have remediation plans if performance metrics are inadequate.

Expand Academic Integration in CTE curriculum:

- List CIPs planned and lessons completed.

Incorporate Employability Skills lessons and assessments:

- If not done in FY21, include a note that lessons and assessments will be incorporated in FY22.

Foster team-based or CTSO challenges across CTE Programs:

- Although not official CTSOs, Auto and Engineering clubs and Robotics qualify, as long as team challenges or competitions are included. Team-based challenges may be run by someone outside of the district.
- CTSOs must be state-approved, associated with official CTE classes and CTE sponsored.
- ISBE has not clarified whether 100% of students in the entire class must participate.

Develop/Expand WBL:

- Ridgewood High School District 234's implementation of Transeo.

Equip programs with industry standard technology/equipment, curriculum, resources and supplies:

- Information pre-entered by Dr. Cothran on the premise that districts' final claims will be turned into DVR.
- Enter CTE pass percentages that only pertain to approved CTE programs.

Review capacity issues for Programs of Study:

- Council decided half of the review will be done in FY21 and the other half in FY22.
- When ISBE offered a trial-run of program quality review, Dr. Cothran advised the Council not to participate.
- ISBE may or may not extend program quality reviews beyond FY22. Please be prepared to complete and report competitions and postsecondary credentials in FY22.

Increase student post-secondary attainment:

- Mr. Kuhn may have to initiate the meetings.

Evaluate how to achieve accurate post-secondary student tracking:

- Leyden High School District 212 has used a tracking system for many years.
- Centralized tracking system needed.
- List Industry Credentials such as CompTIA, MOS, Gateway, ServSafe and other certifications used by districts.
- Dr. Cothran will create a shared document to list approved programs.
- Purpose is to create a baseline on a number of students earning industry credentials in order to show improvement. Goal is to improve 5% per year.

Expand post-secondary credit in CTE with Dual Credit or Dual Enrollment:

- Indicate the results of Dual Credit courses being taught at home schools.
- Indicate teacher qualifications for Triton College Dual Credit courses.

- Riverside-Brookfield High School District 208 is in the middle of its application and interview process.
- Elmwood Park High School District 401's CTE teachers are working on their application submission to Triton College.
- In the next couple of weeks, please record Dual Credit status. If application is pending approval, indicate 'Applied' in the shared document.

Collaborate on expanding secondary/post-secondary advisory committees:

- From the DVR website under the sidebar, 'Business Advisories,' Triton College advisory meetings are posted.
- Mr. Holthouse requested advanced and if possible, automatic notifications of meeting dates and links.
- Dean Harmon announced Healthcare and Technology Departments planned for in-person meetings for FY22 and offered that she and Dr. Davidson may be contacted for questions about future Healthcare and Technology advisory meetings. Dr. Cothran asked for meeting information to be sent to the DVR assistant.
- If district members attended Special Populations webinars, note the number of attendants and the name of the meetings. First, include training attended in FY21. If no Special Populations webinars were attended by district members this year, instead of leaving this section unanswered, include as this year's activities, plans for next year's meetings such as equity training conferences.
- Anything equity-oriented during this year's Connections Conference may be added.
- Internal district equity training done informally through written communication to counselors and teachers may be counted.
- Ms. Rayburn will ask Dr. Anna Friedman, Data Analyst, to send Proviso's CTE pass rate to DVR.

Dr. Cothran asked the High School Council members to complete all unanswered sections of the shared document in the next two weeks.

**COMPLETION OF FY21 GRANTS & FY20 EDUCATION CAREER PATHWAY GRANT**

The Council announced that all grant funds are either fully expended or encumbered awaiting Board approval.

**FY22 PLANNING**

**A. Triton In-Person Visits:** The Council received a draft of the FY22 Triton Program schedule from Dr. Cothran. Dr. Davidson asked if the Council would be interested in promoting additional areas of discipline such as Hospitality, Horticulture, Sustainable Agriculture, Architecture, Horticulture, Construction and Renewable Energy that are being taught in or around the Business or Technology buildings. The Council members agreed to offer 10 Programs of Study: Criminal Justice Administration, Business, Computer Information Systems, Manufacturing, Auto, Health, Hospitality, Architecture, Construction and Renewable Energy. Dr. Cothran commented that the DVR regional budget is limited for reimbursing districts for bus expenses. A few Council members spoke about the possibility of sharing the costs between DVR and their districts. Further details will be discussed in the August meeting. Mr. Kuhn and Mr. Holthouse reported that their schools were recipients of a \$10,000 solar wind grant per building from IBEW Renewable Energy Fund.

**B. Fall Workshop Participants:** Mr. Weishaar requested and was granted one additional participant for his district.

**C. FY22 Budgets/IWAS Grant Application Access:** Dr. Cothran stated that if districts' FY22 budgeted items have been approved by ISBE in prior years, and the FY22 budgets are submitted in IWAS on time, reimbursements for expenses are guaranteed effective July 1, 2021 regardless of when grants open in IWAS.

In response to Mr. Weishaar's question, Dr. Cothran clarified that the budget outline she has emailed to the Council and their Superintendents is only a guide for districts to follow. For the first time, High School Districts will receive additional CTEI grant funds at the beginning of FY22. The extra money may be used for the purpose of reducing the gap in performance indicators with respect to desegregated subgroups.

Concerning Mr. Holthouse's question, Dr. Cothran advised the Council to refer to their Perkins Goals and Strategies to fulfill activities related to WBL and industry credentials. 1000-300 software items would qualify as well as integrated math and reading and technical skill development. She reminded the Council that in FY22, Programs of Study will be replaced by Dual Credit and Industry Credentials.

#### **OTHER**

**A. Student Online Personal Protection Act (SOPPA) Requirements:** Dr. Cothran asked the Council to check with their own district for the requirements.

**B. ACTE Publications/Core Messages for CTE Recruitment:** Dr. Cothran requested the literature be shared with district teachers and counselors.

**C. WBL Update:** ISBE has not announced any methods for tracking student hours. Dr. Cothran asked the Council to record student hours in their district data system to be uploaded when requested by ISBE. Also, she recommended High School Districts create multiple course sections in case not enough students are in co-op classes. Teacher certification is still being worked out by ISBE.

**D. Learning Endorsements:** The Council received forms to use for teaching endorsements.

**E. Triton College Reports:** The DVR Board asked that the Council review the reports. Triton's market reports will be used to submit to ISBE for reporting on Dual Credit.

Adjourned at 9:48 a.m.