

**MINUTES OF THE AUGUST 25, 2022 MEETING OF THE  
DES PLAINES VALLEY REGION ADMINISTRATIVE COUNCIL**

---

<b>Members Present:</b>	Dr. Alexander Brandon (Proviso District 209), Ms. Pamela Harmon (Triton District 504), Mr. Frank Holthouse (Leyden District 212), Dr. Michael Kuhn (DVR), Dr. Julie Lam (Oak Park & River Forest District 200), Dr. Eric Lasky (Ridgewood District 234), Mr. Neil Posmer (Elmwood Park District 401), Mr. David Weishaar (Riverside-Brookfield District 208)
<b>Member(s) Absent:</b>	Dr. Jennifer Davidson (Triton District 504)
<b>Guest(s) Present:</b>	Mr. Paul Jensen (Triton District 504), Ms. Toni Johnson (Triton District 504), Ms. Denise Jones (Triton District 504), Ms. Alexandria Terrazas (Triton District 504)
<b>Staff:</b>	Ms. Lori Kwon (DVR)

---

**CALL TO ORDER**

Dr. Kuhn called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:33 a.m. on Thursday, August 25, 2022 in Room M123B of Triton College.

**APPROVAL OF MINUTES**

Mr. Weishaar moved, Dean Harmon seconded the motion to approve the minutes of the May 12, 2022 meeting. None opposed. Motion carried.

**FY23 ADMINISTRATIVE COUNCIL MEETINGS**

**A. Updated October Meeting Date From 10/13 To 10/20:** Dr. Kuhn announced changes to the October Administrative Council meeting date from October 13 to October 20. The Council received an updated meeting schedule.

**B. Updated Regional Consolidated Calendar:** The Council received an updated regional consolidated calendar that includes any revisions made to the Districts' calendars since the May 12, 2022 Administrative Council meeting. Dr. Kuhn asked the Council to notify the DVR assistant for any upcoming advisory meetings.

**C. Calendar or Due Dates:** The Council received a timetable for purchasing, financial reporting, current-year budget revisions, business partnerships, program activity reporting, Grant Accountability and Transparency Act (GATA) requirements, and Program of Study (POS) evaluation and planning.

**FY23 GROUP COLLABORATION DOCUMENTS**

**A. Student Credentials (Due 9/9/22):** For the purpose of reporting to ISBE, Dr. Kuhn asked for the names of industry credentials offered, number of students who completed each credential, and purchased software from each High School District in SY22.

**B. Professional Development:** The Council received a flier entitled, "Everyone could use a good coach." Dr. Kuhn talked about grants available at National Education Association (NEA) and Illinois Education Association (IEA).

**C. Governor's Report (Due 9/9/22):** In order to submit to ISBE for publication consideration in the Governor's Report, Dr. Kuhn encouraged the Council to send him statements describing their district's Work-Based Learning, Career Exploration, and or a successful activity, program or initiative in SY22.

**FY23 PLANNING**

**A. FY23 Grants:** Dr. Kuhn updated the Council on the status of FY23 CTEI, Perkins, Education Career Pathway, and the new CTE College and Career Pathway Endorsement (CCPE) Coordinator Grants.

Dr. Lasky explained the requirements of the new legislation concerning CCPE, a team-based challenge between Proviso and Ridgewood High Schools in October, and benefits related to CCPE including scholarships for students.

**B. DVR Fund Transit Policy #3400:** The Council received DVR Fund Transit Policy #3400 that summarizes the expenditure deadline for services (1000/300), supplies (1000/400), and equipment (1000/500).

**C. DVR Equipment & Real Property Management Policy #3216:** The Council received DVR Equipment and Real Property Management Policy #3216 that specifies allowable use, disposition, and record-keeping.

**D. Equipment Approval Form & Properties List Format:** The Council received equipment approval and properties list forms. Dr. Kuhn urged the Council to purchase equipment as soon as grants are approved to reduce possible lead time delays.

**E. Triton Program In-Person Visits:** The Council and guests discussed the following:

- Dean Harmon offered Health Sciences visits on different dates, if needed, to accommodate the High School Districts
- Ms. Terrazas noted that Triton's articulation meetings are scheduled around the week of September 19
- Mr. Holthouse suggested one student visit for articulation and programs
- Dr. Brandon pointed out that Proviso Schools begin on September 1
- May 2022 Triton program visits
- Dean Jones advised that program visits are preferred in April
- Dean Jones stated Triton representatives are able to travel to High Schools for presentations
- Dr. Kuhn said he will discuss further with Mr. Ken Smith for coordinating the program visits

**F. October 3, 2022 School/College Alliance Workshop (Due 8/31/22):**

- i. Draft Agenda – Dr. Kuhn reported that the DVR Board of Control approved the workshop to be held from 7:00 a.m. to 1:00 p.m. at the Performing Arts Center of Triton College in Building R. The council received a draft agenda. Dr. Kuhn asked for the names of participants by August 31, 2022.

Dr. Lasky described 11th grade students taking courses concurrently at Ridgewood High School and Triton College.

## **DISCUSSION**

**A. FY22 Grants:** Dr. Kuhn thanked the High School Council Members for their cooperation and management of the FY22 Grants.

**B. DVR Career Pathway Coordinator & Job Description:** Dr. Kuhn updated the Council regarding the status of the Coordinator position and job description. He added that the College and Career Pathway Endorsement (CCPE) Grant will fund the new Coordinator's salary and benefits and the High School Districts agreed to pay for the remaining costs not covered by the CCPE Grant out of their local budgets, as approved by the DVR Board.

**C. DVR Website Rebuild:** Dr. Kuhn praised the work of Dr. Cothran for the wide range of quality content the DVR website offers.

**D. Career Guides:** The Council received a website link to ISBE's CTE Career Guides. Dr. Kuhn asked to be notified if the Council would like the DVR office to purchase the Career Guides for distribution.

**E. WBL Update:**

- i. Career Development Experience Toolkit – The Council received 14 pages of *Career Development Experience Toolkit, Facilitation Guide*, authored by Ibrahim and Penczak of the Education System Center.

**F. FY22 ISCS Course and CIP Assignments (Due 8/31/22):** The High School Council Members received approved CIPs, teachers, and credentials for SY22. Dr. Kuhn advised the Council to submit any corrections including new CIPs directly to ISBE by August 31, 2022.

**G. Pathways:** The Council received a *College and Career Pathway Endorsement Framework* document.

- i. Teacher Pathway Review Document – The Council received a pathway review document for teachers.
- ii. Administration Pathway Review Document – The Council received a pathway review document for administrators.

**H. Programs of Study:**

- i. Curriculum Alignment – Mr. Jensen said the Pathway review documents are useful for collaboration with respect to eliminating redundancy and duplication of data produced by High Schools and Triton College. He emphasized the importance of focusing on curriculum aligned to Pathways, including 8<sup>th</sup> graders. Ms. Toni Johnson, Triton's new Director of Dual Credit, said that she spoke to some of the DVR Council Members and Ms. Terrazas concerning important dates and deadlines.
- ii. Team-Based Challenges – To be announced.
- iii. Shared Advisory Committees – Dr. Kuhn remarked that he will contact Ms. Terrazas for a schedule of this year's standing advisory meetings. He suggested providing a calendar of shared meetings to the DVR High School and Triton members to avoid overlapping meetings. Mr. Weishaar identified the requirement of attending at least one advisory meeting under the Dual Credit agreement.
- iv. Grant dollar aligned to Program of Study – Dr. Kuhn said that he is looking for new grant opportunities aligned to the Programs of Study.

**I. Triton College Reports:**

- i. Placement of HS Graduates – The Council received Triton's report dated May 2022 and entitled, "Placement of District 504 High School Graduates: Class of 2021."
- ii. HS Market Share – The Council received Triton's report dated May 2022 and entitled, "High School Market Share Report."
- iii. Dual Enrollment 2023-2024 – The Council received a working draft of Cohort Planning by district, course, and program, maintained by Ms. Terrazas. The Council discussed potential issues that may arise for a college orientation class to become an official course.
- iv. Ms. Toni Johnson – The Council welcomed Ms. Johnson, Dual Credit Director.
- v. Dr. Jennifer Davidson – Ms. Terrazas talked about CIS stackable certifications for Dual Enrollment. She reminded the Council that Triton needs to receive feedback from the Council by the end of September for the following school year's course offerings.

- vi. Dean Pamela Harmon - Dean Harmon commented that she would like to be in communication with the Oak Park and River Forest District regarding their Health Sciences program.

**OTHER**

**A. Triton College Job Fair:** The Council received information on *Hiring Event and Resource Fair* scheduled for September 22, 2022 at Triton College.

**ADJOURNMENT**

Adjourned at 10:40 a.m.

**FY23 HIGH SCHOOL DISTRICT FRAUD PREVENTION TRAINING**

**A. Questionnaire:** 32 questions were used for discussion on keeping correct and accurate grant records including the use of funds. Topics included Whistleblower, Sub-Recipient, Quality Assurance, Record Keeping/Cost Allowability, Fraud Prevention/Ethics, and Information sections.

**B. Evaluation:** All six High School Council Members attended and completed the fraud prevention training.

Adjourned at 11:27 a.m.