DES PLAINES VALLEY REGION
PARTNERS IN EDUCATION, EMPLOYMENT & LIFE-LONG LEARNING
c/o Triton College, Building M, Room M100
2000 Fifth Avenue, River Grove, IL 60171

DES PLAINES VALLEY REGION
ADMINISTRATIVE COUNCIL
SEPTEMBER 8, 2011

MINUTES

Dr. Anne Cothran called the meeting of the Des Plaines Valley Region Administrative Council to order at 8:08 a.m. on Thursday, September 8, 2011 in Room B211 at Triton College. In attendance: Dr. Fran Brady (Leyden Dist. 212), Ms. Toni Memmel (Elmwood Park Dist. 401), Mr. Phil Prale (Oak Park & River Forest Dist. 200), Mr. Ed Moyer (Proviso Dist. 209), Mr. Steve Silca (Ridgewood Dist. 234), Ms. Antoinette Baldin (Triton College), Ms. Mary-Rita Moore (Triton College), Dr. Susan Collins (Triton College), Dr. Virginia Cabasa-Hess (Triton College), Dr. Anne Cothran (DVR), Ms. Denise Yaneck (DVR).

APPROVAL OF MINUTES

Dr. Collins moved, Mr. Moyer seconded the motion to approve minutes of the May 5, 2011 meeting. All ayes; motion carried.

ADMINISTRATIVE COUNCIL FY12 HANDBOOKS

The FY12 handbooks were distributed. Dr. Cothran noted the following.
Perkins claims must be received by the 15th of each month. DVR will file a reimbursement claim on the 16th. It is anticipated that ISBE will release the funds in one week and DVR can reimburse the districts by the end of the month.
In the budget, software must be categorized under object number 400 if it is an outright one-time purchase, and object number 300 for renewable subscriptions.
Programs of Study information is included on the DVR website.
Samples of OCCRL Programs of Study materials were shown to the Council.

DVR WEBSITE

The website was displayed. A new video is on the home page. The Member Portal includes report cards and other information. Google Translator is available on each page. Efforts are being made to maintain links to documents that are hosted on other servers.

EXTERNAL ASSURANCE VISIT

Dr. Cothran reported that there were no findings of non-compliance. She thanked the schools for doing the necessary preparation in advance of the visit. The auditors had selected to visit Leyden and Oak Park & River Forest.

TECHNICAL ASSISTANCE VISIT

The Technical Assistance Visit will focus on the fulfillment of grant requirements. It is anticipated that the visit will occur during the second semester this year and advance notice may be short. At the Board of Control's request, Dr. Cothran reminded the Council that they must maintain their properties list and inventory and Business Advisory agendas and minutes. Teachers' files must include documentation of 2,000 hours work experience. Their hours must include 250 hours in the

area in which they are teaching. If a teacher is given a new teaching assignment, he/she has four years to accumulate the 250 hours in that program area. The DVR website includes information on documenting 2,000 work hours, and a sample template can be downloaded. We do not yet have this year's ISBE checklist of items to be reviewed at the visit.

PROGRAM COMMITTEES

Council members received a draft of the Program Committee Handbook. The Council approved the handbook.

OCTOBER SCHOOL/COLLEGE PARTNERSHIP WORKSHOP

Discussion regarding final plans for the workshop included the following.
The participant list was distributed, and final changes are needed by tomorrow.
The schedule, as developed last spring, was reviewed.
In the morning, secondary/post-secondary groups will meet by curricular area.
Compass test data and the High School to College Success Reports will be utilized, and Council members can distribute the information in advance to their district representatives if they choose to do so.
Presenter Deb Fitzgerald will bring materials with her.
In the afternoon session, groups will meet by district.
Mary-Rita's presentation will take place immediately following the morning break.
Last spring Council members were to identify two issues critical to their districts regarding transition with remediation. Not everyone submitted their issues.
Issues identified at the meeting included:

OPRF – Identification of students and a counseling model. Develop curriculum for 11-12 grades to better position them to go to college.
Leyden – Mapping process to ensure repetition of literacy in math across all curricular areas. Linking assessments to standards.
Elmwood Park – Identify specific things we can do to avoid remediation. Identifying specific targets for students and the assessments to test for them.
Proviso – Need to develop a plan of action to address problems in mathematics, identify what we will work on (such as formative assessments).

A question was raised as to whether the Compass test be used as a diagnostic tool. (It can, but for an extra fee per test.)

Ideas for breakout groups:
A deliverable is needed; develop a template for the groups to use (to identify curricular area, content/skills, assessments).
Focus on standards-based assessments.
Include Common Core.
Discuss what skills are needed to be successful across all curricular areas.
Determine the skills; use the identified skills to align our curriculum.
Have the college identify what is required of students (AM), and the high schools can respond with what they need to do to prepare students for college (PM).
Career pathways and Programs of Study should infuse academic and career skills.

Outcome of discussion:
Breakout groups will be organized by area of focus.
Guiding questions will be provided to facilitators/moderators in advance.

Facilitators will be:

FCS – Toni Memmel
Industrial Tech – Steve Silca
Science – Ed Moyer
Math – Jim Edwards
Social Science – Phil Prale
English – Mikkel Storaasli
Business – Fran Brady
Counseling – Mary-Rita Moore

In her presentation, Ms. Moore will present the developmental courses in each area and the skills needed.
Dr. Cothran will work on a workshop evaluation template and forward it to Council members for input.
All groups will discuss content and skills.
A Program of Study will be pre-selected for each AM group to work on; focus will be the knowledge, skills, and assessments that need to be part of the POS.
Groups such as Math will work on how math fits into other curricular areas, and CTE groups will work on developing POS pathways.
Council members will assign their district representatives to the eight breakout groups (due within one week). Dr. Cothran will determine group assignments for superintendents and principals.

WORKSHOP EVALUATION
A draft of the evaluation form was distributed. Dr. Cothran will make revisions and forward it to Council members for input.

ILLINOIS STATE COURSE SYSTEM (ISCS) FY11 and ISCS FY12
Dr. Cothran reported that all FY11 corrections must be completed by September 30th. The ISCS programmer wants to have verbal contact with each district's person responsible for ISCS so he can walk them through the steps to make corrections. Dr. Cothran will provide the programmer with the names and phone numbers of district ISCS representatives.
Students taking courses offsite must have two serving schools listed in the Fall Housing Report. For FY12, these students are to be identified in the Fall Housing Report by October 15th.
District personnel do not have access to view reports yet.