

**WILCO AREA CAREER CENTER**  
**MINUTES**  
**of the**  
**Regular Meeting of the Wilco Board of Control**  
**June 19, 2018**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, June 19, 2018, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:00 p.m. and requested the roll to be called.

ROLL CALL

ROE	Dr. Shawn Walsh	present	209U	Mr. Kevin Feeney Ms. Peggy Kunz	present present
255U	Dr. Christine Nelson Mr. Chris Cavanaugh	present absent	202	Mr. Glenn Wood Mr. Rod Westfall	present present
365U	Dr. James Mitchem Mr. Victor Zack	absent present	210	Dr. Mary Ticknor Mr. Gary Gray	absent present

PUBLIC PRESENTATIONS/COMMENTS

None

CLOSED SESSION

It was moved by ROE and seconded by 210 to go into closed session at 6:02 p.m. for the reason of:  
1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees - 5 ILCS 120/2(c)

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

It was moved by 202 and seconded by 255 to adjourn the closed session and return to the regular board meeting at 6:05 p.m.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

None

CONSENT AGENDA ACTION ITEMS

AR#0518-2642

It was moved by 210 and seconded by 209 to approve Consent Agenda items including: **CA1:** Minutes from the previous meetings from May 15, 2018; **CA2:** Expenditures presented for May 2018; **CA3:** June end of the year expenditures to be ratified in August; **CA4:** July expenditures to be ratified in August; **CA5:** Personnel – Resignations of Laurie Bartels, CNA Instructor and Megan Truscott, Tutor; **CA6:** - Personnel – Rehires: **Certified Instructors:** Robert Haluska – Full-time Computer Technology instructor to be re-hired full-time with salary of (including 2.5% increase) \$57,424; Amanda Ramsden – Full-time CNA Clinical instructor to be re-hired as full-time CNA Classroom

instructor with a salary of \$54,631; Jeff Kinsella – Welding Instructor to be re-hired as 2/3 Welding instructor, 1/3 Construction & Landscaping Management instructor with salary of (including 2.5% increase), \$45,234; Patricia Crofoot – CNA instructor to be re-hired as a CNA Clinical instructor, full-time with salary of (including 2.5% increase) \$49,912; **Support Personnel:** Melanie Phillips – Full-time Clinical instructor with salary (including 2.5% increase) of \$45,203; Dan Favia – part-time Auto Service Aide to be re-hired as part-time maintenance, salary (including 2.5% increase) \$15.76/hr.; **New Hires: Certified Instructor:** Laura McNicholas – Full-time CNA instructor with salary of \$50,181; **Support Personnel:** Greg Parfitt – Auto Service aide, full-time with salary of \$17.00/hr.; Janet Zitzke - Tutor, full-time with salary of \$16.00/hr. **CA7** - Out of town travel – approval for travel to ACTE Career Tech Vision in San Antonio, November 28 – December 1<sup>st</sup> for Mohsin Habeeb, Auto Service instructor, Don Malec, Criminal Justice instructor, Annette Birsa, Early Childhood instructor, and Elizabeth Kaufman, Executive Director.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

### **EXECUTIVE DIRECTOR’S REPORT for June 19, 2018 Regular Meeting**

Elizabeth Kaufman, Executive Director

1. **ESIC Retreat** – Elizabeth reported to the board on her ESIC retreat and updated them on information about the insurance meeting. The main topics of interest Elizabeth spoke about were School Safety and Cybersecurity.
2. **CTE Regional Conference** – Elizabeth told the board she and Karen Aldworth and Nance Budde will be attending tomorrow the Regional CTE Conference in LaCross, WI, where Nance and Karen will be presenting to the conference: “Utilizing Data to Drive Decisions in the CNA Program.”
3. **Curriculum** – Elizabeth informed the board about progress in curriculum and instruction. Curriculum work is underway, 80 CNA students have taken their state exam and so far, all have passed, the CNA special education students’ results should be back soon, Criminal Justice, CNA and Early Childhood classes will all receive new textbooks this year to match dual credit courses. Elizabeth met with JJC to discuss second year option for Criminal Justice, Elizabeth also discussed the JJC proposal to charge students for their dual credit classes and she shared her questions: Who collects the fee? Will there be a waiver for free and reduced lunch students? Will supports cited for the cost ( collaboration, professional development and site visits) actually be implemented? Lastly, Elizabeth reminded the board SkillsUSA and HOSA will be heading to Nationals this month.
4. **Finance** – Elizabeth shared with the board the state still owes \$159,000 from last year. Elizabeth also reviewed the pricing on welding plasma cutting tables and software. She told the board the tentative budget for fiscal year 2019 is in the board packet for their review. She was also happy to share that our internet access points went live today.
5. **Public Relations** – Elizabeth told the board we’ve had 2 student tours this month. A representative from the Senior Day Care on Renwick had a presentation to the Summer CNA students, and she had the opportunity to participate on Valley View’s CTE advisory and visited Best Buy with the group.
6. **Asst. Principal’s Report** – In Julia’s absence, Elizabeth pointed out Julia’s report included in the board folders.

### **ASSISSTANT DIRECTOR/PRINCIPAL’S REPORT for June 19, 2018**

Bosa Goodale, Assistant Director/Principal

1. Bosa told the board she held end of the year meetings with each teacher and helped set goals for next year.
2. Bosa did an exit survey with all mentees to get input on the program and then created professional development based on the needs that showed up in discussion from this meeting. This professional

development will be implemented at the new teacher workshop August 7<sup>th</sup> – 9<sup>th</sup>.

## POLICIES

None

## RESOLUTIONS

### **R#0618-2004 – Prevailing Wage for Will County**

It was moved by 365 and seconded by ROE to accept the prevailing wages for the county.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

## OTHER ACTION ITEMS:

**AR#0618-2643 – Asst. Principal’s Contract** - It was moved by 209 and seconded by 365 to approve the Asst. Principal’s contract as discussed in closed session.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0618-2644 – Director’s Goals** – It was moved by ROE and seconded by 255 to approve the Director’s goals as set forth in the strategic planning sessions.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0618-2645 – Non-Certified Staff Increase** – It was moved by 210 and seconded by 365 to approve the non-certified staff increase of 2.5% for FY19.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0618-2646 – Welding Purchase** – It was moved by 365 and seconded by 202 to approve the purchase of a 2 x 2 plasma cutter table including software from JBH Technologies, Inc.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

## NEW BUSINESS

None

## ANNOUNCEMENTS / INFORMATION ITEMS

1. FY19 Budget– Elizabeth discussed the draft presented of the FY19 budget. She pointed out she was conservative with enrollment numbers and also pointed out the budget did not include the \$159,000 the state still owes in payments to Wilco for FY18.
2. Perkins Allocation – Elizabeth reviewed with the board the Perkins allocation from each district for the coming year and comparisons to the previous 3 years on the handout included in the board folders.
3. ISP Agreement – Elizabeth shared with the board an agreement sent from the Illinois State Police regarding criminal background check results.
4. JJC Matriculation – Elizabeth shared a matriculation report from Joliet Junior College.
5. ISBE Report Card – Elizabeth pointed out to the board a letter in their folder from ISBE telling the career centers they will start including their information in the community report cards on the schools to enable a more complete picture of the students’ progress in all classes.
6. Thank You Letter – Elizabeth was pleased to share with the board a thank you letter to Wilco from Lemont student, Marcus Mathias thanking us for his scholarship.
3. Upcoming Events – Elizabeth reviewed with the board the upcoming events including upcoming National competitions for SkillsUSA, HOSA and FCCLA.

## UNFINISHED BUSINESS

None

NEXT MEETING

The next Board of Control meeting will be a regular board meeting to be held Tuesday, August 21, 2018 at 6:00 p.m.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 210 and seconded by ROE to adjourn the board meeting at 6:39 pm.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

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President, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

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Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE