

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
March 18, 2014**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, March 18, 2014, at Wilco Area Career Center. The meeting was called to order by President, Rod Westfall at 6:30 p.m. Mr. Westfall requested the roll to be called.

ROLL CALL

ROE	Mr. Shawn Walsh	present	209U	Dr. Matt Swick	present
				Ms. Peggy Kunz	present
255U	Ms. Christine Nelson	present			
	Mr. Larry Blackburn	present	202	Mr. Glenn Wood	present
				Mr. Rod Westfall	present
365U	Dr. James Mitchem	present			
	Mr. Daniel Falese	present	210	Dr. Mary Ticknor	absent
				Ms. Bev Marzec	present

CLOSED SESSION

President Westfall asked for a motion to adjourn into closed session for the purpose of: 1. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property: 5 ILCS 120/2(c)(8), and 2. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Center: 5 ILCS 120/2(c)(1).

It was moved by ROE and seconded by 365 to go into closed session.

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

It was moved by 365 and seconded by ROE to end the closed session and return to the open board meeting at 7:18 p.m.

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

AGENDA REVISIONS

None

PUBLIC COMMENTS

None

CONSENT AGENDA ACTION ITEMS

**AR#0314-2461** –It was moved by 255 and seconded by 209 to accept the consent agenda including:

**CA1** - Approval of minutes from previous meetings; February 11, 2014.

**CA2** - Expenditures presented for payment for March, 2014

**CA3** - Approval of overnight stay for SkillsUSA and FCCLA Competitions.

**CA4** - Personnel – Hiring for Summer Adult CNA Course

**CA5** - Donation

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

## **ASSISTANT PRINCIPAL'S REPORT FOR March 18, 2014 Regular Meeting**

Julia Ann Oglesby

Julia provided the board with a handout showing Student Services interventions and action plans for academics and also the number of attendance contracts. She had each intervention type divided by semesters to show an increase in spring semester early academic interventions (+38%) and the decrease in spring academic action plans (-56%). The absences for spring semester (1<sup>st</sup> 10 weeks) were reduced by 30%. Also listed on the handout was the number of referrals. There was a 5% decrease in referrals for the first 10 weeks of spring semester compared to referrals for the first 10 weeks of fall semester.

## **ASSISTANT DIRECTOR'S REPORT for March 18, 2014 Regular Meeting**

Elizabeth Kaufman

1. High School Outreach – Elizabeth reported that Student Services met with Assistant Principals or their representatives on March 17<sup>th</sup>. They discussed open and closed programs, and course requirements for CNA, Cosmetology and Nail Tech.
2. JJC – Elizabeth discussed with the board her meetings with JJC regarding dual credit. JJC has had observations here at Wilco. JJC is revising the Welding program. She met with them today regarding Computer Technology and JJC informed her we must be using the Office 2013 operating system by the year 2015. Elizabeth had discussion with Greg Pakieser on the Industrial Maintenance program. There is a grant being written for the program and the program would include dual enrollment. An internship would be available and the student would receive an OSHA ID card as part of their credentials. JJC would like to run this program by 2015 and would like us to provide 12 students for the program.
3. Student Competition – Elizabeth reported to the board that 34 HOSA students participated at the state convention and competition. 26 of the students were in the top 10 and 2 were national qualifiers. Twenty one students participated in the state SkillsUSA competition also and seven participated in FCCLA.

## **DIRECTOR'S REPORT for March 18, 2014 Regular Meeting**

Katrina Plese, Executive Director

1. Policies – Katrina reviewed with the board the amendments to current policies presented for 2<sup>nd</sup> reading and approval tonight. The amendments are updates from school code requirements and recommendations for more current wording from PRESS. Policy 8:30 has been tabled for more discussion to finalize center policy in relation to the Concealed Carry Act. Also included in 2<sup>nd</sup> reading tonight is new policy 7:185 Teen Dating Violence Prohibited.
2. Wildlife – Katrina informed the board that Wilco had a new mascot or two; skunks, which were removed by Advantage Wildlife Control at a cost of \$200 for the live trapping.
3. School Maintenance Grant – Katrina told the board that 2<sup>nd</sup> rounds have opened for grants with a due date of February 28<sup>th</sup>. It is a dollar for dollar match up to \$50,000. ISBE is reviewing the applications. Katrina is requesting funds for the vestibule remodel for security purposes and the sealing of tuckpointing.
4. Grant – Katrina was pleased to inform the board Wilco received a \$20,000 grant from DECO for Life Safety work. We will be revamping the observation/store room in child care and doing asbestos removal.
5. Student Information System – Katrina discussed the student information system suggested for purchase in action item tonight. She told the board she'd like to purchase now to have time to

set up for early summer implementation. Handouts and information were provided in the board packet.

6. IEMA – Katrina reported that Rep. Larry Walsh, Jr. was trying to get AVC's included in the School Safety grant. The SB2934 amendment would include vocational centers as allowable entities for grant funding.
7. Airfest – The Boy Scouts will be having an Airfest at Lewis University's Airport from August 8<sup>th</sup> – 10<sup>th</sup> bringing thousands of scouts from around the Midwest who are Aviation focused. Katrina reported they have notified us they no longer need our facility as an evacuation point but would like to use our parking lots for parking and grassy areas for tent camping for adult leaders.
8. TREES – Katrina told the board TREES has notified us they have additional CTEI funding (\$9,800) for equipment and supplies. She is asking instructors to submit requests.
9. Finance Committee Report – Katrina informed the board that the finance committee of the board of control met prior to the board meeting tonight and she requested Dr. Matt Swick from Wilmington to give the committee report: The Fund balance is currently at a healthy level over \$800,000. The committee would like to maintain a minimum balance of \$500,000 - \$700,000 with a maximum of \$900,000. Tuition rates have remained steady since 2006, but there are long-term maintenance items that will need to be addressed, i.e., the boiler and a pole building for storage.

## RESOLUTIONS

**R#0314-1073**– Resolution Authorizing Notice of Non-retention of Education Support Personnel

It was moved by 365 and seconded by 210 to approve Resolution 0314-1073 – Non-retention of Education Support Personnel.

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

**R#0314-1074** – Resolution Authorizing Notice of Non-retention of Part-time Teachers

It was moved by 209 and seconded by 365 to approve Resolution 0314-1074 – Non-Retention of Part-time Teachers.

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

**R#0314-1075** – Resolution Authorizing Notice of Non-retention of Probationary Teachers

It was moved by 255 and seconded by 202 to approve Resolution 0314-1075 – Non-Retention of Probationary Teachers.

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

**R#0314-1076** – Resolution Authorizing Notice of Reduction in Force of Certificated Teacher

It was moved by 365 and seconded by 209 to approve Resolution 0314-1076 – the Reduction to part-time of a Certificated Teacher.

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

POLICIES - Second Reading for discussion

Policy #8:30 – Visits to and Conduct on School Property

## OTHER ACTION ITEMS:

**AR#0314-2462** – **Student Information System**

It was moved by 202 and seconded by ROE to approve purchase of the Infinite Campus student information system with Campus Messenger and CIC RevTrack interface.

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

**AR#0314-2463 – Policies**

It was moved by 365 and seconded by 255 to approve amendments to policies 2:210 Compliance with Illinois Freedom of Information Act, 5:110 Abused and Neglected Child Reporting, 5:70 Drug and Alcohol Free Workplace, 6:110 Community Resource Persons and Volunteers, and approval of new policy 7:185 Teen Dating Violence Prohibited.

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

ANNOUNCEMENTS / INFORMATION ITEMS

- A. FY15 Calendar – Katrina provided the board with a draft of the 2015 Calendar for review.
- B. FY15 Enrollment – Katrina gave the board a handout with projected enrollments.
- C. FOIA Request – Katrina reported to the board a FOIA request from Brian Anderson, from Lee’s Foodservice Parts & Repairs, Inc., 230 W. Laura Dr., Addison, IL 60101 requesting: 1. Vendor/Contractor information providing maintenance & repair of cafeteria/food service equipment, 2. Vendor/Contractor information providing the ware-washing, cleaning, and sanitizing products for the cafeteria/foodservice equipment, 3. If applicable, copies of the contracts of the aforementioned services/products in items 1 & 2, and 4. Person/Department whom purchases aforementioned services/products in items 1 & 2. The request was completed and the information provided to Mr. Anderson.
- D. HJR79 – Katrina provided the board with a final report to the General Assembly from the Area Career and Technical Education and Vocational Centers Task Force.
- E. Students of the Month/Thank you letter – Katrina reminded the board that in their board packet was last month’s students of the month and a thank you letter to the center from a parent.
- F. Public Buffet – Katrina told the board that the March Public Buffet was cancelled due to the school having no electricity the day of the buffet. The meals were donated to Morningstar Mission to feed the homeless. She invited board members to attend the next Public Buffet, which will be April 9 at 11 am. The theme is Hawaiian Luau.

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, April 15, 2014 at 6:30 p.m.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by ROE to adjourn the board meeting at 7:59 pm.

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

APPROVED

\_\_\_\_\_  
President, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE