

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
November 20, 2018

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, November 20, 2018, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:05 p.m. and requested the roll to be called.

ROLL CALL

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

PUBLIC PRESENTATIONS/COMMENTS

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

None

CONSENT AGENDA ACTION ITEMS

AR#1118-2659

It was moved by 365 and seconded by 210 to approve Consent Agenda items including: **CA1:** Minutes from the previous meetings of October 16, 2018; and **CA2:** Ratify expenditures presented for November, 2018

Roll call vote: 4 Ayes, 0 Nays, 1 Abstain. Motion carried

**ASSISTANT PRINCIPAL'S REPORT for November 20, 1028**

Julia Oglesby, Asst. Principal

1. Julia reported they have progress monitored on all students in September and October and have received favorable comments and gratitude from our home schools. It is especially easier for the home school regarding students with IEPs.
2. Julia also reported she has sent out numerous attendance contracts and has met with many students with excessive absences. It seems students are having more family difficulties; therefore, we need to help these students believe that education is the best thing for their future.
3. Julia said the goal is to achieve semester success for all students.

## **ASSISTANT DIRECTOR/PRINCIPAL'S REPORT for November 20, 2018**

Bosa Goodale, Assistant Director/Principal

1. **Mission & Vision** – Bosa reported to the board the formal and informal observations of teachers are complete. Professional Development committee met and discussed online testing (Exam view, Google forms, Mastery Manager). She said they are trying to come up with an online app for tests since Exam view has not been consistent.
2. **School Performance** – Bosa informed the board the mid-point meetings have been completed and students are on track. The Technology Committee met about the internet, Network (Exam view) and computers. Criminal Justice students, Administrators and office staff completed Drug Overdose Prevention/Narcan Training.
3. **Curriculum** – Bosa said November will bring training in Domain 4: Professional Responsibilities. Teachers will learn about communicating with families and maintaining accurate records. Also in November will include Domain 3 instruction: Questioning and Discussion techniques. Bosa said she is continuing review of lesson plans.

## **EXECUTIVE DIRECTOR'S REPORT for November 20, 2018 Regular Meeting**

Elizabeth Kaufman, Executive Director

1. **Leadership** – Elizabeth reported to the board there will be a Perkins V Equity Training follow-up at Moraine Valley on December 4<sup>th</sup>. There will be a stakeholders meeting then an interactive feedback/listening session w/state representatives regarding the new Perkins program and funding. The new program includes more accountability of funds. Elizabeth also said she participated in the Manufacturing Day Committee. Elizabeth reported that the Regional School to Apprenticeship program has been low for the last few years. She also thanked Don Malec for the Narcan training, which was done through the Will County Executive office. Elizabeth also told the Board she is exploring the Center as a CWI testing location. Our Instructor is CWI qualified and could administer the test to students as an additional certification.
2. **Curriculum** – Elizabeth met with the JJC Computer department on curriculum. She also discussed new programs such as Paralegal, Medical Assisting (which would be a reinstatement of the program here at Wilco) and Logistics at JJC. The Logistics program at this point is on hold at JJC. Elizabeth shared with the board the instructors took a defining high-quality CTE indicators survey this month. She will share the results of the survey at the December meeting. She also reported staff has been doing their business visits and holding their advisory meetings.
3. **Finance** – Elizabeth discussed with the board the action item regarding new computers. She told the board the current computers are eight years old and need to be updated/replaced. Elizabeth also reported to the board the back flow valve had to be replaced this month. Elizabeth shared with the board that Wilco has not yet seen an initial payment for CTIG (Career and Tech Incentive Grant) for this year.
4. **Community Relations** – Elizabeth reported our efforts to improve communication by sharing information in new ways. We are now sharing the Students of the Quarter on Twitter and on the TV monitors in the hallway. Those monitors publicize Wilco, JJC, and community events/opportunities for the students. Elizabeth also reported we have visiting tours from Drauden Point Middle School, Bolingbrook High School, and Lemont High School. Elizabeth also went on a tour of Walco in Romeoville to see the opportunities available to our students.

### **POLICIES**

None

## RESOLUTIONS

None

## OTHER ACTION ITEMS:

**AR#1118-2660 – Transfer of Ownership of the Drone** – There was a raffle done with each district participating and Plainfield District 202 won the raffle to assume ownership of the Drone. It was moved by 365 and seconded by 209 to transfer the ownership to Dist. 202.

Roll call vote: 4 Ayes, 0 Nays, 1 Abstain. Motion carried

**AR#1118-2661 – Staff Laptop Purchase** – It was moved by 209 and seconded by 365 to approve the Purchase of 30 Dell laptops at a cost of \$769.51 each for a total of \$23,085.30.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

## NEW BUSINESS

Elizabeth wants to meet with the Calendar Committee and also the Strategic Planning Committee. The Strategic Planning Committee will meet 5 p.m., prior to December's Board meeting on December 18<sup>th</sup>. Strategic Planning Committee members are: Glenn Wood, Mary Ticknor, Christine Nelson and Victor Zack.

## ANNOUNCEMENTS / INFORMATION ITEMS

1. Student Organizations – Elizabeth reviewed the student organization report included in the board packet.
2. Copier RFP – Elizabeth discussed the need for a new copier and reviewed the RFP with the board. The RFP will be available starting November 21 and pricing is due by 2 pm December 11, 2018.
3. JJC Scheduled Classes – Elizabeth pointed out to the board the list included in their packet on all the dual credit courses with JJC.
4. Wilco Fact Sheet – Elizabeth shared the annual breakdown of demographics of students, enrollment, funding and staffing at Wilco on the Wilco Fact Sheet.
5. Students of the Quarter – Elizabeth pointed out the list of students of the quarter enclosed in the board packet. We will do the next students of the quarter a little early before winter break to enable the winner to have their \$50 winnings before the holidays.
3. Upcoming Events – Elizabeth shared with the board that Wilco will not be in attendance the day before Thanksgiving, Thanksgiving day and the day after Thanksgiving. She reminded the board She and several staff members will be attending the ACTE Conference in San Antonio on the 28<sup>th</sup>. Elizabeth also reminded the board of the upcoming public buffet which will be a Christmas Tea on December 12<sup>th</sup>.

## UNFINISHED BUSINESS

The Building and Grounds Committee was unable to all meet together but Elizabeth did touch base with each committee member about future capital concerns and will plan a future meeting with the committee. She discussed with the board the main projects on the list, which are: dividing the health care room with the cage. The hope is we may be able to do the back wall covering the cage in-house. Also, looking at new cameras throughout the school. They are 13 + years old and need updating. The Other item on the list is looking at pricing on air handlers as they need to be replaced.

## NEXT MEETING

The next Board of Control meeting will be a regular board meeting to be held Tuesday, December 18, 2018 at 6:00 p.m.

ADJOURNMENT

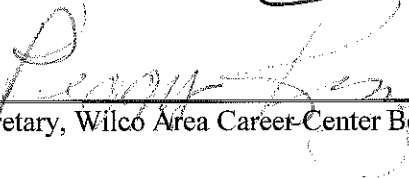
President Westfall asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by 210 to adjourn the board meeting at 6:37 pm.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED



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President, Wilco Area Career Center Board of Control

11/20/18  
DATE



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Secretary, Wilco Area Career Center Board of Control

11/20/18  
DATE