

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
September 15, 2020

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, September 15, 2020, 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 | present              |
|      |                       |                     |      | Ms. Peggy Kunz   | present              |
| 255U | Ms. Danielle Valiente | absent              | 202  | Dr. Glenn Wood   | present              |
|      | Mr. Chris Cavanaugh   | present             |      | Mr. Rod Westfall | present              |
| 365U | Ms. Tammi Conn        | present – via video | 210  | Dr. Mary Ticknor | present-arrived 6:02 |
|      | Mr. Victor Zack       | present             |      | Mr. Gary Gray    | present              |

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

The public presentation was moved to the beginning of the meeting as the auditor from Mack and Associates, Erica Blumberg, was connected via ZOOM to give their audit report. Report was presented by Ms. Blumberg and open questions from the board answered.

Other individuals present at the meeting: Valley View board member, Debbie Sykora, and Jennifer Alessi, Amanda Ramsden and Jeannine Marco, Wilco instructors. Ms. Marco spoke to the board wanting to commend teachers for everything they do to coordinate in-person and remote attendance and contacting students and parents to ensure student engagement.

CLOSED SESSION

President Westfall asked for a motion to adjourn to closed session for the reasons of: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees. 5 ILCS 120/2(c)(1). It was moved by 255 and seconded by 210 to go into closed session at 6:11 pm. Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

Motion was made by ROE and seconded by 365 to end closed session at 6:15 p.m.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

None – revised bill list was sent prior to posting of agenda 48 hrs. prior to meeting.

CONSENT AGENDA

It was moved by 202 and seconded by 255 to approve the Consent Agenda as presented: **CA1**. Approval of minutes from the board meeting on August 18, 2020, **CA2**. Expenditures presented for payment for September, 2020, **CA3**. Personnel – Hiring: Jenifer Ritter, Vet Assisting teacher's aide,

full-time @ \$20/hr., CA4. FMLA request from Mark Oglesby, and CA5. Donation of car from Allan and Jennifer Stone of Lockport.

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

**ASST. PRINCIPAL FOR STUDENT SERV. REPORT for September 15, 2020 Regular Mtg.**

Julia Ann Oglesby, Assistant Principal

1. Julia reported Student Services is very busy with the home schools building a collaborative system with students, teachers, counselors, tutors, case managers and parents. She ensured that student services wants students with special needs to be supported in the remote setting.
2. Julia told the board we are developing a monthly electronic form for progress monitoring.
3. Julia informed the board student services and administration are trouble-shooting all student concerns/accommodations and helping all students.

**ASST. DIRECTOR/PRINCIPAL'S REPORT for September 15, 2020 – Regular Meeting**

Bosa Goodale, Asst. Director/Principal

1. Bosa thanked the board and their home schools for their help in coordinating program schedules to enable the classes that are vital for in-person labs to be coming in at least once a week.
2. Bosa told the board the program rosters are being updated with the counselors.
3. Bosa informed the board the students were all E-mailed with information regarding Google classroom to ensure their connection with their teacher for remote learning.
4. Bosa informed the board the students have been notified to come to Wilco to pick up text books for those classes that need a book at home for their remote learning.

**EXECUTIVE DIRECTOR'S REPORT for September 15, 2020 - Regular Meeting**

Elizabeth Kaufman, Executive Director

1. Finance and Facilities – Elizabeth reported the confirmation of fiscal year 2021 11<sup>th</sup> day enrollment for the board. A hand-out was included in the board folders with the overall enrollment, then a breakdown by school in a larger format for the board to see comparisons of this year and last year. The overall enrollment is down 14 students from the original budget prediction, which means a loss of \$30,000 in revenue of tuition for the budget. Total 11<sup>th</sup> day enrollment is 1,443. Elizabeth ensured the board that safety protocols are being observed at the Center. All students' temperatures are being taken upon arrival and social distancing is being observed. Each teacher has a COVID screening form in their Google classroom that students fill out each day prior to arrival. Staff also completes an online COVID screening form prior to arrival at the center each day. Elizabeth informed the board of on-going work in Welding adding additional booths as we cannot double up in booths this year. Elizabeth also informed the board Wilco is in receipt of donations of a van from Valley View for the Center's use, and a squad car from the Village of Plainfield for use in our Criminal Justice program.
2. Curriculum – Elizabeth told the board there are several programs here that require lab attendance in person (CNA, Vet Assisting, Auto, Welding, Construction, Culinary) to enable those students to be eligible for dual credit and state certifications. Elizabeth also told the board she is working on updating the curriculum guide for Vet Asst. II with Ms. Alessi and for Criminal Justice with Mrs. Gunther. Criminal Justice and Culinary Arts are doing a pilot of electronic tests.
3. Leadership – Elizabeth shared with the board Romeoville Fire Department came in to do fit testing on masks for those individuals that may be in contact with students in our sick room that are exhibiting COVID symptoms. Elizabeth said the Fire Department was very helpful and saved the center quite a bit of money over having a company come in to do the fit tests. Elizabeth let the board know we are ready to go forward with the revision of the evaluation plan for teachers and the

schedule of those evaluations. Elizabeth explained to the board the coordination needed to schedule students in person for their labs with the home schools. It has taken countless hours for Administration and the teachers to coordinate and ensure each of the students that need to be here receive time for in-person labs while still maintaining proper protocol of the number of students in the building and the need for 6 feet of separation.

4. Public Relations – Elizabeth shared with the board teachers will be holding a virtual open house in October. The parents and students will be able to connect in a ZOOM meeting to hear about each program. Elizabeth also shared that the pre-school has started for the year. We lost quite a few enrolled students due to COVID, but it has been convenient to our social distancing needs and planning activities in the lab with the preschoolers and the high school students. Elizabeth reminded the board we will be using one of our remote planning days for the teachers on October 9<sup>th</sup>. There will be no student attendance that day as teachers will be working remotely.

#### OTHER ACTION ITEMS:

It was moved by 209 and seconded by 210 to approve the following Action Items:

**AR#0920-2756: Course Offerings for 2021 - 2022**

**AR#0920-2757: State Holiday Addition – November 3rd**

**AR#0920-2758: Cleaning Service – Service Master Contract for cleaning enhancement during COVID.**

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

#### INFORMATION ITEMS

- A. Elizabeth thanked Shawn Walsh for his help on E-learning.
- B. Elizabeth discussed with the board the JJC Memorandum of understanding included with info items in the board packet.
- C. Elizabeth discussed what the teacher schedules are like with coordinating all home schools and getting students in once a week with social distancing. She gave them an example with Ms. Alessi's schedule to see what a challenge the scheduling is for the teachers.
- D. Elizabeth discussed the enrollment figures for 11<sup>th</sup> day and the spreadsheets provided in each board folder of their individual schools.
- E. Elizabeth discussed Wilco's policy on non-public students (home schooled) and their possible attendance at the Center. Students must register with their home school by May 1<sup>st</sup> to attend in the fall.

#### NEW BUSINESS

None

#### OLD BUSINESS

None

#### ANNOUNCEMENTS

President Westfall announced the next regular board meeting will be held Tuesday, October 20, 2020 at 6:00 p.m. at Wilco.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by 255 to adjourn the board meeting at 6:43 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