

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
September 15, 2019

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, September 15, 2019, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:07 p.m. and requested the roll to be called.

ROLL CALL

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

PUBLIC PRESENTATIONS/COMMENTS

Lauri Pope, Mack and Associates with the FY19 audit presentation

CLOSED SESSION

President Westfall asked for a motion to move into closed session at 6:08 p.m. for the reasons of:  
1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees – 5 ILCS 120/2(c)(1)

Motion was made by 210 and seconded by 255 to go into closed session.

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

Motion was made by 365 and seconded by 210 to end closed session at 6:10 p.m.

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

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

It was moved by 255 and seconded by 365 to remove item CA2, Expenditures for payment for September, to add an additional bill to the list.

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

CONSENT AGENDA ACTION ITEMS

AR#0919-2700

It was moved by 209 and seconded by 255 to approve the consent agenda items: **CA1**. Minutes of the previous meetings of August 20, 2019; **CA2**. Expenditures presented for payment for September, 2019; **CA3**. Personnel – Resignation of custodian, Florencio “Ramon” Guzman, effective immediately; **CA4**. Donations – From Medivet Products, Kasey Ellinwood, for Vet Asst. Program.

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

## **ASSISTANT PRINCIPAL FOR STUDENT SERVICES REPORT for September 17, 2019**

Julia Ann Oglesby, Assistant Principal

1. Julia reported to the board we have identified 227 students with IEPs and student services has done a great job of disseminating that information to the instructors.
2. Julia told the board that in addition to the IEPs, we have 31 academic 504 accommodation plans this year. She told the board we are still collecting more information for students with special needs from the home schools. Students identified with accommodations have been testing and receiving assistance from our tutors. Julia said she will update the board next month with specific numbers of Students per school and per program.
3. Julia gave a shout out to Student Services for working so hard to get the new school year started and these students receiving the assistance they need. She shared with the board a spreadsheet for each of the schools listing the number of students with IEPs and 504 plans.

## **ASSISTANT DIRECTOR/PRINCIPAL REPORT for September 17, 2019 – Regular Meeting**

Bosa Goodale, Asst. Director/Principal

1. Bosa told the board the informal and formal evaluations are in process. Mentors Mr. Malec and Mrs. Aldworth have had their first meeting with the new instructors.
2. Bosa shared with the board student growth pre-tests are completed and reports have been generated. Now the student growth meetings are in progress.
3. Bosa informed the board we are working with JJC on the Medical Assisting Program for FY21. She reported that the September Professional Development will be on Domain 4B, Maintaining Accurate Records: Google Classroom and Infinite Campus. She is also having ongoing review of lesson plans.
4. Bosa reviewed upcoming events with the board: Open House will be September 26, from 6 – 8 pm, Wilco will participate in the Plainfield Homecoming Parade on September 28<sup>th</sup>, and we will be hosting a Perkins Road Show here on October 10<sup>th</sup> from 4 – 6 pm.

## **EXECUTIVE DIRECTOR'S REPORT for September 17, 2019 - Regular Meeting**

Elizabeth Kaufman, Executive Director

1. **Leadership** – Elizabeth reported on the dual credit Superintendent's meeting and the discussions on Implementation of Remedial Math and Dual credit liaisons. She said JJC is sending her a list of the liaisons. Elizabeth discussed the Perkins Road Show that we will be hosting on October 10<sup>th</sup>. There will be 5 sites of road shows and they are looking for input from parents, students, teachers, and community members. Elizabeth spoke with 3 Rivers and asked that the unions be involved. Elizabeth also told the board she has a meeting with JJC President, Judy Mitchell on October 10<sup>th</sup>. She hopes to discuss joint programs we would like to bring on like Cisco and also discuss trying to get JJC to get remedial English in the High Schools and to stress the need for Technical Math through three pathways: traditional, STEM, and Stats.
2. **Curriculum** – Elizabeth told the board she is continuing discussion with JJC and Wilco Instructors regarding implementation of the Medical Assistant program. She also discussed the implementation of a preschool curriculum to ensure we are aligned for children moving to kindergarten. Elizabeth would also like to revise the Criminal Justice curriculum and look at an Early Bird class for Welding next year.
3. **Finance** – Elizabeth told the board she is looking to add an additional Activity Van for our field

trips. She announced the Building and Grounds committee will meet at 5 pm prior to the next board meeting on October 15<sup>th</sup>. Some of the Capital projects to discuss are a partial wall in Early Childhood and the purchase of portable welding booths.

4. Public Relations – Elizabeth reported to the board we attended curriculum nights at Plainfield, Lemont, Romeoville and Bolingbrook. Elizabeth also mentioned the Open House on Sept. 26<sup>th</sup>.

#### POLICIES

None

#### RESOLUTIONS

None

#### OTHER ACTION ITEMS:

**R#0919-2701 – 2020-2021 Course Offerings** – It was moved by 255 and seconded by 202 to amend the course offering with pre-requisites required for Criminal Justice and Medical Assisting. Criminal Justice B requires the English 101 pre-requisite and Medical Assisting requires the English 101 and Math 094 pre-requisites.

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

It was moved by 209 and seconded by 255 to approve course offerings with the amendment.

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

**AR#0919-2702 – Chapman and Cutler LLP** – It was moved by 210 and seconded by 255 to retain the services of Chapman and Cutler LLP for annual disclosure compilation and filing services. The fee for this service is \$2,000.

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

#### NEW BUSINESS

Building and Grounds committee will be at 5 pm on October 15<sup>n</sup> 2019, immediately prior to the board meeting.

#### ANNOUNCEMENTS / INFORMATION ITEMS

1. Elizabeth provided in the board folders 11<sup>th</sup> day enrollment numbers for the 2019-2020 school year. She also provided two other handouts showing historical enrollment information and comparison of year to year enrollments compared to the current year.
2. Elizabeth met with ComEd on their energy efficient program. This will be discussed in the Building And Grounds committee meeting.
3. Elizabeth provided a handout of dual credit information from the Superintendent's meeting she attended.
4. Demand Occupations in Area – Elizabeth provided the board with a report of in-demand jobs in our area of Northeastern Illinois.
5. Public Buffet – Elizabeth and Bosa are meeting with Culinary students to help plan menus for the public buffets.
7. Upcoming Events – Elizabeth reviewed upcoming events for the Center with the board.

#### UNFINISHED BUSINESS

None

#### NEXT MEETING

The next Board of Control meeting will be a regular board meeting to be held October 15, 2019.

#### 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 6:50 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

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DATE

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Secretary, Wilco Area Career Center Board of Control

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DATE