**WILCO AREA CAREER CENTER**

**MINUTES**

 **of the**

**Regular Meeting of the Wilco Board of Control**

#### February 10, 2015

### CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, February 10, 2015, at Wilco Area Career Center. The meeting was called to order by President Rod Westfall at 6:32 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 absent

 Mr. Rod Westfall present

365U Dr. James Mitchem absent

 Mr. Daniel Falese absent 210 Dr. Mary Ticknor present

 Ms. Bev Marzec absent

AGENDA REVISIONS

None

PUBLIC COMMENTS

None

CLOSED SESSION

President Westfall asked for a motion to adjourn into closed session for the purpose of: 1. Discussion of minutes lawfully closed, semi-annual review as mandated by Section 2.06 5 ILCS 120/2(c)(21), and 2. Appointment, Employment of Center Employees and performance of Center Employees 5 ILCS 120/2(c)(1).

It was moved by ROE and seconded by 255 to go into closed session at 6:33 p.m.
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

It was moved by 255 and seconded by 210 to end the closed session and return to the open board meeting at 6:40 p.m.

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

CONSENT AGENDA ACTION ITEMS
**AR#0215-2495** –It was moved by 209 and seconded by 210 to accept the minutes from the previous meeting, January 13, 2015, approve expenditures for February, 2015, approval to keep closed session minutes closed and to destroy archived closed session minutes older than 18 months, approval of hiring of Diane Teichman, Skills Lab Aide to replace Sharon Sillitti, salary: $40/hr., effective date of hire: 2/27/15, and the hiring of Sharon Moore, Substitute Clinical instructor, salary: $40/hr., effective immediately, approval of overnight trip for HOSA students to attend state conference and competition in Decatur on March 4 – 6th. Stay will be at the Decatur Conference Hotel and transportation provided by Wilco. Chaperones will be Elizabeth Kaufman, Sue Ardolino, Nance Budde, Karen Aldworth and Michael Johnson

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

**ASSISTANT PRINCIPAL’S REPORT for January 13, 2015 Regular Meeting**

Julia Ann Oglesby, Assistant Principal for Student Services

1. Julia reported to the board she had a presentation at the IACTE Conference on Classroom
 Management Strategies.

2. Julia informed the board she will be attending a meeting in Springfield of G.E.A.C. (Gender
 Equity Advisory Council). The meeting focuses on non-traditional students in CTE programs.

3. Julia told the board we had a crack-down regarding classroom rules. This caused an increase in
 referrals but the reminder was needed for both teachers and students.

4. Julia informed the board she is working on student intervention and action plans now preparing
 students for the end of the year.

5. Julia reported that Melissa Sieder, tutor, will be representing Wilco at the BHS Career Fair on
 Thursday, February 12.

# 6. Julia also reported that Tutors Elizabeth Zucker and Melissa Sieder will be proctoring the online testing for HOSA.  **ASSISTANT DIRECTOR’S REPORT for February 10, 2015 Regular Meeting** Elizabeth Kaufman, Assistant Director

1. Danielson – Elizabeth reported to the board this month’s focus is on activities and assignments. She
 and Julia are working on the last of 2nd formal observations and summative evaluations.

2. School Visits – Elizabeth thanked BHS and RHS for the Step-Up nights for their 8th graders. She
 reported that RHS will have Wilco part of their Senior Registration. She also reported she had a
 Curriculum presentation at Lemont. Heritage Grove Middle School will be visiting Wilco March
 3rd. Nicole Kinzer, Culinary, will be taking students to Plainfield Academy this week. Reed-Custer

 will be bringing Freshmen in April. We are expecting visits in May from A.Vito Martinez Middle
 School, and Lukancic and Heritage Grove Middle Schools.

3. Heavy Equipment - Elizabeth reported to the board that we need more applicants for the Heavy
 Equipment program in Wilmington which takes place at the Local 150 facility.

4. Assessment Pilot – Elizabeth told the board the mid-point progress has been completed and Katrina

 will be sharing results with the board. Katrina, Don Malec and Nance Budde will be presenting the

 process to CTE educators from around the state on Friday.

5. State Conferences – Elizabeth told the board our student organizations have been participating in
 regional competitions. FCCLA students received 2 first places and one 1st outstanding. Their state
 leadership conference will be April 16 – 18 in Springfield, IL. HOSA students will be taking
 qualifying exams beginning next week for their State Leadership Conference March 4, 5, & 6th.
 SkillsUSA students will take their qualifying exam next week also for the state Conference April 23
 – 25th.

**DIRECTOR’S REPORT for February 10, 2014 Regular Meeting**

Katrina Plese, Executive Director

1. Finances – Katrina reported on the state of finances for the Center. Month ending November, 42%
 of the fiscal year is completed. Revenue is at 54% - due to tuition payments, CTE and Perkins
 payments. Expenditures are at 51%. She reports we are on track for the half-way point of the year.
 Katrina also reported TREES has an additional equipment allocation of $6, 200. We have requested
 a $7,000 tire changer for auto service. Katrina also pointed out to the board that the Student
 Activities financial report was not in the board packet due to the early date of this month’s meeting
 and the fact that we have not yet received the bank statement to do the reconciliation for this month.

2. Calendar – Katrina reviewed the draft calendar for 2015 – 2016 with the board. No changes from
 the presentation of the calendar last month. Spring break will follow Lockport, Lemont and Valley
 View.

3. Tuition Increase – Katrina discussed the proposal of a tuition increase. It is a 3 yr. plan with tuition
 being raised $100 per student each year.

4. Registration/Budget Planning – Katrina told the board the schools are now registering for fall so
 work on the budget will begin when she has received preliminary numbers from all schools.

5. PERA Implementation – Katrina discussed with the board the implementation of PERA and the
 possibility of using an outside facilitator for the process. The formal joint committee must begin by
 November 1st.

6. Technology Proposal – Katrina told the board she is in the process of finalizing plans. We are
 currently at the end of a 3 year lease. She intends to review options and present a proposal next
 month.

RESOLUTIONS

None

POLICIES
None

OTHER ACTION ITEMS:
**AR#0215-2496 – 2015 – 2016 Calendar**

It was moved by ROE and seconded by 255 to accept the proposed FY16 Calendar as presented.

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

**AR#0215-2497 – Tuition Increase**

It was moved by 210 and seconded by 209 to approve a tuition increase over the next 3 years at the following rate: 2015-2016 - $2,300 per student, 2016-2017 - $2,400 per student, and 2017-2018 –

$2,500 per student.

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

ANNOUNCEMENTS / INFORMATION ITEMS

1. Student Growth – Katrina reviewed with the board the data of cluster scores for CNA. Wilco is the guinea pig for the testing and she will provide more info on assessment testing results as they come in.
2. Building Projects – Katrina informed the board Healy Bender is in the process of putting together the bid package for the child care project, to be released in March, with intent to award the bid at the April board meeting. Katrina pointed out to the board a master drawing included in the board packet of Capital projects proposed and projections. Katrina also reviewed with the board the status of the vestibule project and pointed out a list in the board packet of needs for completion of the project.

C. Director Transition Committee – Katrina asked Board President Rod Westfall to appoint a
 Director Transition Committee. He appointed Dan Falese – 365U, Larry Blackburn-255U,
 Christine Nelson -255U and Peggy Kunz -209U to join him on the committee.
D. Students of the Month – Katrina reminded the board of the list of students of the month
 included in their board packet.

E. Calendar of Events – Katrina reviewed upcoming dates and events including the
 ACTE board meeting and National Policy Seminar on February 28 – March 4th.

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, March 17, 2015 at 6:30 p.m.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by ROE and seconded by 255 to adjourn the board meeting at 7:04 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 DATE

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Secretary, Wilco Area Career Center Board of Control DATE