# WILCO AREA CAREER CENTER

**MINUTES**

 **of the**

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

#### November 19, 2019

### CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, November 19, 2019, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:02 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 present 202 Dr. Glenn Wood present

 Mr. Chris Cavanaugh present Mr. Rod Westfall present

365U Dr. James Mitchem absent 210 Dr. Mary Ticknor present-

 Mr. Victor Zack absent arrived 6:04

 Mr. Gary Gray absent

CLOSED SESSION

President Westfall asked for a motion to move into closed session at 6:03 p.m. for the reasons of:
1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees – 5 ILCS 120/2(c)(1); and 2. The placement of individual students in special education programs and other matters relating to individual students - 5 ILCS 120/2(c)(10).

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

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

Motion was made by ROE and seconded by 255 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

None

PUBLIC PRESENTATIONS/COMMENTS

Don Malec and Michelle Gunther, Criminal Justice instructors, and several of their students, Jennifer Alessi, Vet Assisting instructor, Jeannine Marco, Intro to Health Instructor, and Reed-Custer Board member Amanda Hohenstein were present at the meeting. Mr. Malec and five of his students spoke with the board about the Police Lives Matter flag from Mrs. Gunther’s classroom and the Police Lives Matter flag design on the Criminal Justice program uniform.

CONSENT AGENDA

It was moved by 202 and seconded by 209 to approve the Consent Agenda items including **CA1**:

approval of minutes from the previous meetings on October 15, 2019, **CA2**: Expenditures presented

for payment for November, 2019, **CA3**: Acceptance of the resignation of Kimberly Lee, C.N.A. Instructor, effective November 22, 2019, **CA4:** Personnel – Change in status and hiring. Approval to

move R.N. Clinical Supervisor, Teresa Greenberg into the C.N.A. classroom as an instructor to replace Kimberly Lee. This is a status change and no salary change for Ms. Greenberg. Approval to hire a new

Clinical Supervisor to replace Ms. Greenberg at the clinical sites and as a classroom lab aide, **CA5:** Approval for FMLA leave for Janet Zitzke, and **CA6:** Approval ofStudent Organizations Advisor Stipends:

**Organization Advisor(s) Student Count Stipend Amount**

HOSA – Braidwood Amanda Kilpatrick 5 $1,250

FCCLA Nicole Kinzer 41 $2,000

FFA Jennifer Alessi 70 $2,500

HOSA Jeannine Marco 27 $1,500

SkillsUSA M. Oglesby & M. Gunther 36 $2,000

 **$9,250**

**ASSISTANT PRINCIPAL FOR STUDENT SERVICES REPORT for November 19, 2019**

Julia Ann Oglesby, Assistant Principal

1. Julia reported to the board we have issued fifteen attendance contracts to students with 15 or more
 absences. Fourteen behavior referrals have been issued. Students with specific contracts have been
 written for five students.

2. Julia updated the board on progress reports. Eighty-three progress reports were sent out to the
 counselors and parents for students with excessive missing work, low test scores or poor classroom
 practical performances. Julia informed the board there are currently seven students with Fs. She said

 hopefully all will be remediated before finals week.

3. Julia also told the board on December 3rd, JJC will be coming to Wilco to administer the Accuplacer
 Test for students who need the English 101 eligibility to enroll in their wilco dual credit course.

**ASSISTANT DIRECTOR/PRINCIPAL REPORT for November 19, 2019 – Regular Meeting**

Bosa Goodale, Asst. Director/Principal

1. Bosa reported to the board a presentation on Google Classroom was given to the teachers by
 Jennifer Alessi, Vet Assisting instructor. She said they also worked on literacy integration

 Strategies and instructors shared strategies they learned at the ACTE conference.

2. Bosa informed the board of teacher business visits; Culinary to JJC Culinary, Game Design to

 Comcast Business, Welding and Construction to Northern Illinois Steel, Intro to Health to

 Edwards Hospital, and Early Childhood to Cadence Academy Preschool.

3. Bosa reviewed upcoming events with the board: November 21st, Bolingbrook special ed to tour

 Wilco, November 26th, Bolingbrook sophomores to tour Wilco, December 5th, Wilco will attend the

 Plainfield South Parent Night, December 11th, Wilco will attend the Plainfield East presentation,
 December 12th, Plainfield Central will tour Wilco, December 18th, IRA Jones 8th graders will tour

 Wilco, and December 19th, Skoff Elementary will tour Wilco. Bosa also told the board about the

 12 Days of Christmas activities we have planned for our students.

 **EXECUTIVE DIRECTOR’S REPORT for November 19, 2019 - Regular Meeting**

Elizabeth Kaufman, Executive Director

1. Leadership - Elizabeth attended the CTE Vision meeting and reported to the board they are looking
 for items to drive Perkins V, such as encouraging new teachers, etc. Elizabeth also attended Lewis
 University’s Education Advisory this month. Elizabeth and Karen Aldworth toured the JJC
 Sonography and Ultrasound program and attended the advisory meeting. Elizabeth also reported to
 the board that she has completed and submitted Wilco’s CTE Program of Study Approval.

2. Finance – Elizabeth discussed with the board the budget amendment needed for December. A
 public hearing will be held at the December meeting on the amendment. Elizabeth also spoke with
 the board regarding a problem with our low flow toilets. It has caused back-ups because all is not
 flushing and the plumber has been here 3 times in a week. The solution suggested by the plumber is
 to revert the toilets back to full flushing capacity. Elizabeth then discussed a proposal from
 Lockport Fire Department regarding purchase of some Wilco land for a training facility. The
 department would offer the use of its facility for our Fire Science program and the buildings would
 also include a maintenance building for their fire engines. This building would offer our Auto
 Program the opportunity to work on diesel vehicles and enhance the Auto program. The Wilco
 board wants to go back to their board members to get feedback about selling Wilco property, as it is
 owned by the five school districts and they want to further consider the difference between selling it
 or perhaps leasing the land to Lockport.

3. Curriculum – Elizabeth told the board we are working on alignment of CTE Literacy standards. She
 also told the board she has ordered the text for the upcoming Logistics program for next year.
 Elizabeth also informed the board we are taking Wilco students on tours of the Heavy Equipment

 facility in Wilmington and the Aviation program at Lewis University. Elizabeth asked the board
 about ELearning and whether their districts were pursuing it. None of our member districts were

 pursuing ELearning at this time.

4. Public Relations – Elizabeth shared with the board about recent visits we had to Lemont 8th Grade
 Night and Wilmington conferences, and she pointed out we had a Lemont student tour here at the
 Center this month.

POLICIES

None

RESOLUTIONS
None

OTHER ACTION ITEMS:

**R#1119-2707 The Nail Inn Cosmetology Agreements**– It was moved by 255 and seconded by 202 to approve the Nail Technology Agreement for the 2020-2021 and 2021-2022 school years including an

increase of $300 in student lab fees. Approval of the 13-month Cosmetology Agreement for the 2020-

2021 and 2021-2022 school years including a $300 increase in student lab fees. Approval of the Two-

Year Cosmetology Agreement for the 2020-2021 and 2021-2022 school years with an increase of $300

In student lab fees ($150 per year).

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

**AR#1119-2708 – Champions Beauty-Barber University Agreements** – It was moved by 209 and seconded by 210 to approve the updated agreements with Champions Beauty-Barber University. There are 4 agreements: 13-Month Barbering, 2-year Barbering, 13-Month Cosmetology, and 2-year Cosmetology. There are no increases in fees for the agreements, they are being updated for dates only for fiscal years 2021 and 2022.

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

**AR#1119-2709 – Snow Removal Contract** – It was moved by 202 and seconded by 255 to approve the snow removal contract submitted by Jason Magruder.

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

NEW BUSINESS

1. Elizabeth asked the board members if their districts required a formal employment contract for
 individuals when they are hired. None of the member districts present require a formal contract
 other than the negotiated contracts for groups of workers.

2. Elizabeth requested a committee meet concerning coordination of district calendars.

ANNOUNCEMENTS / INFORMATION ITEMS

1. Elizabeth discussed with the board the proposed amendments to the FY20 budget.

2. Upcoming Events - Elizabeth pointed out to the board members there is a menu in their folders for
 the upcoming Christmas Tea given by our Culinary department. Seats will be limited to 60 persons,
 so she encouraged board members to call soon if they’d like a reservation.

UNFINISHED BUSINESS
Comcast Proposal – Elizabeth informed the board we will need to upgrade our phone wiring prior to installation of the new phone system and phones.

ANNOUNCEMENTS
The next Board of Control meeting will be a Public Hearing on the budget amendment followed by the regular board meeting to be held December 17, 2019 at 6:00 p.m. Prior to the next board meeting, there will be a meeting of the Strategic Planning Committee at 5:00 pm in Elizabeth’s office.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by ROE and seconded by 209 to adjourn the board meeting at 7:27 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