

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
September 17, 2024

**CALL TO ORDER**

The Wilco Board of Control met for a regular meeting on, September 17, 2024, at Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:00 p.m. and requested the roll to be called.

**ROLL CALL**

ROE	Dr. Lisa Caparelli	absent	209U	Mr. Kevin Feeney	absent
	Dr. John Sparlin	absent		Ms. Peggy Kunz	present
				Mr. Matt Swick	absent
255U	Ms. Danielle Valiente	absent	202	Dr. Glenn Wood	absent
	Mr. Chris Cavanaugh	present		Mr. Rod Westfall	present
	Mr. Mark Mitchell	absent			
365U	Ms. Tammi Conn	absent	210	Ms. Tina Malak	present
	Mr. Victor Zack	present		Mr. Gary Gray	absent
	Dr. Theresa Polson	present			

**CLOSED SESSION**

Board President, Rod 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 209 and seconded by 255 to go into closed session at 6:09 p.m.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

Motion was made by 365 and seconded by 255 to end the closed session at 6:11 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 209 to approve the Agenda Revisions **Consent Agenda Items-#0924-2833 CA3-Personnel: Resignation of Maintenance Assistant, Randy Yeates** (letter provided at meeting).  
The addition of Consent Agenda Item: **#AR0924-2996** – Recommend that the Board of Control authorize the center to apply for the school Maintenance Grant in the amount of \$50,000.00 to offset the cost of the final Air Conditioning unit replacement.

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

**PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION**

FY24 Audit Presentation by Mack & Associates certified public accountant. The Auditor's Report reflects the year ended in accordance with the basis of accounting and in accordance with the Government Auditing Standards.

## **CONSENT AGENDA**

It was moved by 255 and seconded by 209 to approve the Consent Agenda #0924-2833 as presented: **CA1.** Approval of minutes from the previous board meeting on August 20, 2024. **CA2.** Expenditures presented for payment for September, 2024. **CA3.** Personnel: Resignation of Maintenance Assistant, Randy Yeates, Hiring and Promotion of staff approvals: Hiring of Ethan Cannon @ \$23/hr. as Custodian, Joshua Gunther @ \$20/hr. as Part-time grounds, Erik Anthonson @ \$20/hr. as Teacher's Aide in Welding and Promotion of David Cannon from Head Custodian to Maintenance @ \$50,000/year.

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

## **POLICIES**

N/A

## **RESOLUTIONS**

It was moved by 365 and seconded by 210 to approve the Federal Surplus Property Program Resolution.  
Federal Surplus Property Program

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

## **ACTION ITEMS:**

**AR#0924-2993-** It was moved by 210 and seconded by 365 the approval of FY24-25 Curriculum Guide as presented.

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

**R#0924-2994-** It was moved by 365 and seconded by 255 the approval of FY24 Audit as presented.

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

**R#0924-2995-**It was moved by 365 and seconded by 209 the approval of Wilco Student Organizations for the 24-25 school year.

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

**R#0924-2996-**It was moved by 255 and seconded by 209 to approve the recommendation that the Board of Control authorize the Center to apply for the School Maintenance grant in the amount of \$50,000 to offset the cost of the final Air Conditioning unit replacement.

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

## ASSISTANT PRINCIPAL REPORT for September 17, 2024 – Regular Meeting

Jeannine Marco, Asst. Principal

Mrs. Marco shared September highlights on the Student Services listed below:

### **Student Safety**

- Mrs. Marco shared the Bullying/Harassment Prevention form has provided a resource for students to identify harassment issues and allows for a prompt follow-up to potential student concerns.
- Mrs. Marco provided an overview of the cell phone storage issues to the board members, explaining all classes have now reinforced and the no cell phone policy has resulted in the following student disciplines: Referrals-9 total for the month; 4 for unauthorized driving, 1 cell phone, 2 leaving before dismissal, 1 for dress code (multiple interventions of providing alternate clothes).
- Mrs. Marco worked with RHS and BHS to develop plan options for the VVSD Early release dismissal.

### **Service to Community**

- Mrs. Marco reported that student organization HOSA sponsored a blood drive with Versiti. 47 units were collected impacting 141 lives in the Community.
- The Peyton's Heart project- Sponsored by FFA has crocheted 25 hearts
- Wilco has signed a contract with Lightways (Joliet) Hospice for 2nd semester of Accelerated CNA.
- Wilco is partnering with Ascension St. Joseph Hospital to provide an opportunity for 7 HOSA Clinical Specialty students to job shadow in Respiratory Care.

### **Dual Credit Enrollment**

- New Dual Enroll registration completed for the majority of courses. 911 students completed registration for JJC; working with JJC on issues we identified in the new process
- On-site placement testing- 89% pass rate reading/writing; 4 deferrals for no ID; 4 passed only one test; provided retest instructions
- The next on-site placement test scheduled for Oct 2 will focus on Criminal Justice and EMS students whose courses have spring prerequisites. A letter was sent home with details. The PSAT/SAT score collection- continues for semester 2 classes.
- Official Transcript Collection- will begin in January for students who want to qualify for spring courses through the use of GPA (COD Eligibility-Minimum high school cumulative, non-weighted GPA of 2.6 on a 4.0 scale, or equivalent, with a minimum of 7 semesters (3.6/5.0).

## ASST. DIR./PRINCIPAL REPORT for September 17, 2024 - Regular Meeting

Dr. Alicia Cook, Asst. Dir./Principal

Dr. Cook shared Wilco is pleased to announce that the Construction Trades Scholarship has received a generous contribution of \$960. This donation was made possible through the collaborative fundraising efforts of Kind Lending, National Title Solutions, Tortilla Flats, and Wilco representatives.

Dr. Cook reported on the topics listed below to the board members.

### **Fingerprinting and Uniform Fitting**

- **Accurate Biometrics Fingerprinting:** 250 students across our C.N.A. (Certified Nursing Assistant) and EMS Programs were successfully fingerprinted. This critical service ensures that our students are in compliant with our clinical partners. We appreciate Biometrics for their efficient and professional support in facilitating this important process.
- **Uniforms:** Through executive Assistant Ms. Harris's hard work and dedication, uniform fittings for the culinary program were completed. C.N.A. Students were fitted for their uniforms through the LaBella company. These efforts have ensured that our students are well-equipped and ready for their hands-on training.
- **Background Check:** 275 of our C.N.A and EMS students were cleared through their background checks. This achievement underscores our commitment to maintaining high standards of safety and readiness for both programs.

## **Building School Pride and Community**

- **Entry and Exit Music:** Our daily practice of playing music during student entry and exit times has been well-received, contributing to a positive and energetic atmosphere within the school.
- **Monday Hotdogs and Slushies:** To kick off each week, students enjoy hotdogs and slushies. This weekly tradition not only brightens their Mondays but also serves as a social and bonding experience for students and staff alike. Additionally, the funds raised from these events are directed towards supporting various student activities, enhancing the overall school experience and providing additional opportunities for our students.
- **Pizza Fridays:** Every Friday, students look forward to our Pizza Fridays, which have become a favorite end-of-week event. In addition to providing a delicious meal, these events serve as a platform for raising scholarship funds. The enthusiasm for pizza also supports our goal of generating resources to benefit Wilco students through scholarship initiatives.

## **EXECUTIVE DIRECTOR'S REPORT for September 17, 2024 - Regular Meeting**

Elizabeth Kaufman, Executive Director

### **Finance & Facilities**

- Dr. Kaufman provided confirmation of 11<sup>th</sup> Day enrollment numbers to the board.
- Dr. Kaufman reported the closeout of Vet Construction project. The final check has been issued for payment.
- Dr. Kaufman applied for Federal Surplus acquisition and will keep the board posted on progress.

### **Curriculum**

- Dr. Kaufman announced, the implementation of new Auto Textbooks: Auto Upkeep to align with new Dual Credit in Auto, AS101
- Dr. Kaufman shared, the implementation of Dual Credit in the Veterinary Assistant program with VET-100 and VET-103.
- Dr. Kaufman shared the creation of two days of emergency sub plans with staff.
- Dr. Kaufman reported the Administrative team has scheduled and conducted Student Growth meetings with teachers.
- Dr Kaufman announced the implementation of EKG in our Medical Assisting program and our Accelerated CNA program.

### **Leadership**

- Dr. Kaufman shared the details and update of our evaluation plan to include changes in the tenure process.
- Dr. Kaufman gave a presentation at the Forum for Excellence with JJC and Pathway Coordinator.
- Dr. Kaufman is coordinating with Constellation on scholarships for AIM students.
- Dr. Kaufman attended the Will County CED recruitment breakfast.

### **Public Relations**

- Dr. Kaufman and staff have attended the Presentations at Curriculum Nights.
- Dr. Kaufman attended the JJC AIM/Constellation program presentation.
- Dr. Kaufman shared, an information night for Preschool and FCCLA families.
- Dr. Kaufman coordinated with feeder schools on the dissemination of Wilco Open House Information.
- Dr. Kaufman invited district and community guests to attend the Ford presentation before the Wilco Open House from 5:00-6:00 p.m.

**NEW BUSINESS**

- N/A

**OLD BUSINESS**

- N/A

**ANNOUNCEMENTS**

President Rod Westfall announced the next regular board meeting will be held Tuesday, October 15, 2024 at 6:00 p.m. at Wilco.

**ADJOURNMENT**

President Rod Westfall asked for a motion to adjourn the board meeting. It was moved by **365** and seconded by **209** to adjourn the board meeting at 6:45 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