

**WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
August 21, 2012**

CALL TO ORDER

The Wilco Board of Control met for the regular monthly board meeting on Tuesday, August 21, 2012, at Wilco Area Career Center. The meeting was called to order by Board Vice-President Rod Westfall at 6:32 p.m. Mr. Westfall appointed Larry Blackburn as Secretary Pro-tem for the meeting. Mr. Westfall asked for the roll to be called.

ROLL CALL

ROE	Mr. Shawn Walsh	present	209U	Dr. Matt Swick	present
				Ms. Peggy Kunz	absent
255U	Mr. Mark Mitchell	present			
	Mr. Larry Blackburn	present	202	Dr. John Harper	present
				Mr. Rod Westfall	present
365U	Ms. Brigitta Altmann	absent			
	Mr. Ronnie Bull	present- arrived 6:36	210	Dr. Mary Ticknor	present
				Mr. George Rimbo	absent

AGENDA REVISION

None

PUBLIC PRESENT/COMMENTS

Eddie Flodberg & Ryan Doyle from ESIC Insurance to give presentation to the board on school insurance cooperative.

CLOSED SESSION

Vice-President Westfall asked for a motion to go into closed session at 6:50 p.m. for the reason of: 1. Personnel: Appointment, employment, and compensation of a specific employee(s), and 2. Collective negotiating matters between the Board of Control and its employee(s) or their representative(s).

It was moved by ROE and seconded by 255 to go into closed session.

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

It was moved by 365 and seconded by 209 to end the closed session and return to the open board meeting at 7:00 p.m.

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

CONSENT AGENDA ACTION ITEMS

AR#0812-2391 –It was moved by ROE and seconded by 255 to accept the consent agenda items:

CA1 - Approval of Minutes of the previous Special meeting, August 2, 2012

CA2 - Approval of expenditures presented for payment for August, 2012

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

POLICIES

None

RESOLUTIONS

None

Vice-President Westfall recognized new board member, Dr. Mary Ticknor, Superintendent of Lemont School District 210 and welcomed her to the Board. Mrs. Plese also noted that Dr. Butts of Reed-Custer District 255U had assigned the Administrative position on the Wilco board to Mark Mitchell, Asst. Superintendent of Curriculum and Katrina welcomed him to the board also.

ASSISTANT DIRECTOR'S REPORT for August 21, 2012

Elizabeth Kaufman, Assistant Director

1. Professional Development – Elizabeth was pleased to report to the board the entire staff participated in professional development over the summer. The teacher's institute was on bell to bell training for the teachers to improve engagement skills. Training will continue with TeachScape videos to reinforce introduction of the Danielson framework. The teachers will also have available this fall and book club with the theme Engaging Students: The Next Level of Working on the Work by Phillips Schlechty.
2. Common Assessments – Elizabeth informed the board they will be working with other career centers to develop common assessments. They will start with looking at CNA, Fire Science and Criminal Justice with two other career centers. The focus will be understanding by design.
3. Curriculum Nights – Elizabeth told the board that she and other staff members will be attending the curriculum nights being held at each high school starting tomorrow night with Plainfield and then Lemont and Romeoville next.
4. Qualified Evaluator – Elizabeth was pleased to inform the board she has completed her Danielson training and is a qualified evaluator.

DIRECTOR'S REPORT for August 21, 2012 Regular Meeting

Katrina Plese, Executive Director

1. Technology – Katrina informed the board of the summer upgrades in technology to a wireless internet access.
2. Cosmetology Contract – Katrina explained to the board the Cosmetology contract from Professional's Choice Hair Design and Academy has no changes, it is merely an extension of the same contract.
3. House Joint Resolution 79 – Katrina reviewed the house bill for the board and said there was a task force assigned to study funding for CTE and appointments are being made.
4. Electronic Board Packet – Katrina introduced the idea of sending the board packet electronically only in the future as opposed to hard copies and mailing costs. She asked the board to consider this and provide feedback.
5. Hinz Insurance Proposal – Katrina informed the board of an additional proposal she received for insurance from the Hinz company. She did not feel their proposal was as thorough and while it would mean less cost than the current costs for the school, it did not provide the additional coverage that the ESIC proposal provided. She offered to any board member that wanted any details on proposals from Hinz, that she would provide them the information, but that it was her recommendation to go with the ESIC proposal.

OTHER ACTION ITEMS:

It was moved by 209 and seconded by 255 to approve the following Action Report Items:

AR#0812-2392- Cosmetology Contract

To approve the contract with Professional Choice Hair Design Academy for fiscal years 2013 and 2014. No changes have been made from the previous contract.

AR#0812-2393 – Personnel – Hiring

To hire Nancy Evans as a part-time Clinical Instructor for the CNA program for approximately 30 hrs. per month at a rate of \$27/hr. Also approved is the increase from part-time to full-time Kathy Joutras and to add her as a Skills Lab Aide in addition to Clinical Instructor at \$34/hr.

AR#0812-2394 – Archival of Closed Session Minutes

To approve the continued archival of past Closed Session Minutes from February 2004 through June 2012.

AR#0812-2395 – Archival of Closed Session Tapes

To approve the disposal of closed session tapes from September 2010 to February 2011.

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

ANNOUNCEMENTS / INFORMATION ITEMS

- A. Enrollment – Katrina provided the board with an updated enrollment spreadsheet as there have additional students added to Wilco classes the first week of class. Enrollment went from 969 with pre-enrollment numbers to 1043 when school begins. Valley View returns Wednesday, August 22, so more changes may yet happen before 11th day enrollment final figures. There was an increase also in Health Care enrollments in the satellite programs with Braidwood/Coal City.
- B. 2012-2013 Joint Agreement Budget – Katrina presented the board with a draft of the joint agreement budget for FY13 and a powerpoint presentation to highlight different areas. She told that will the enrollment numbers going up this past week, it will have to be adjusted.
- C. Health/Life Safety – Katrina met with Healy & Bender & Associates, the architects that were in charge of the addition, and covered with them things that should have been done at the time of the addition to the building that were cited on the Health/Life Safety audit. They have agreed to pay the difference of what it will cost us to implement the changes needed compared to what the cost would have been for us in 2005. We need fire pull stations and fire rated doors in a few places. Other issues on the audit that have to be addressed are child care egress, the child care storage room and the kitchen exhaust system clearance.
- D. School Maintenance Grant – Katrina reported that the grant has not been officially approved, but she was requested to provide information details including an expenditure report. The grant will go toward tuckpointing, asbestos removal (Auto Service duct), maintenance free fascia/soffet and to replace restroom fixtures.
- E. Asbestos 3yr. Re-Inspection – Katrina informed the board that the re-inspection went fine and we need to notify any outside contractors of the areas where asbestos still exists.
- F. Principal/Teacher Evaluation Process – Katrina informed the board that she has completed the Teacher and Principal evaluation modules.
- G. Student Information System – Katrina discussed with the board the need for timely and accurate reporting of students to the SIS state system and explained how it affects funding for the future. She also suggested a formula for a policy that would charge the districts a per student rate for those students not reported correctly to make up for the lost funds. She asked for the district's help

in ensuring that the reporting come in before the deadline and asked for them to help with educating their district personnel on the importance of accurate reporting. The board requested Katrina let them know if there is a problem either with the timeliness of the reports or the accuracy of the reports before it comes to the point where the districts would have to pay for the students not reported.

- H. Industrial Appraisal – Katrina told the board that the appraisal company will be raising the property appraisal value to \$13,101,135 and it is currently insured at \$10,000,000. The cost of raising the value over 3 million will make our premium to be raised \$2,400 per year. If we choose to the ESIC insurance plan, it will be appraised at the same amount (\$13 million) but the cost will be less. Katrina also pointed out that it had been since 2005 that the appraisal company has done an on-site inventory and it's time to do one again although we do give them annual updates of addition and deletions (scraps and surplus).
- I. Thank You Note – Katrina pointed out the thank you note included in the board packet from Dr. Sandy Doeber, retired Superintendent of Lemont Dist. 210.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, September 18, 2012 at 6:30 p.m.

ADJOURNMENT

Vice-President Westfall asked for a motion to adjourn the board meeting. It was moved by 255 and seconded by 210 to adjourn the board meeting at 7:53 pm.

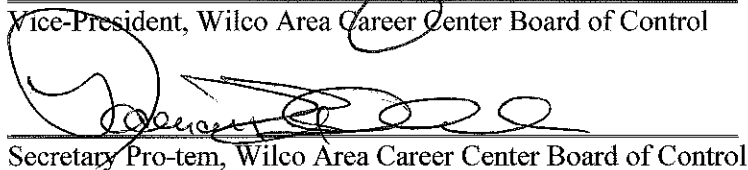
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED



Vice-President, Wilco Area Career Center Board of Control

9-18-12
DATE



Secretary Pro-tem, Wilco Area Career Center Board of Control

9-18-12
DATE