

**WILCO AREA CAREER CENTER
MINUTES
of the
Meeting of the Wilco Board of Control
June 19, 2012**

CALL TO ORDER

The Wilco Board of Control met for a Public Hearing for an amendment to the 2011-2012 Budget on Tuesday, June 19, 2012, at Wilco Area Career Center. The meeting was called to order by Board President George Rimbo at 6:36 p.m. Mr. Rimbo appointed Ms. Brigitta Altmann as Secretary Pro-tem for the meeting. Mr. Rimbo asked for the roll to be called.

ROLL CALL

ROE	Mr. Shawn Walsh	present	209U	Dr. Matt Swick	absent
				Ms. Peggy Kunz	absent
255U	Dr. John Butts	absent			
	Mr. Larry Blackburn	absent	202	Dr. John Harper	absent
				Mr. Rod Westfall	present
365U	Ms. Brigitta Altmann	present			
	Mr. Ronnie Bull	absent	210	Dr. Sandy Doebert	present
				Mr. George Rimbo	present

AGENDA REVISION

None

PUBLIC PRESENT/COMMENTS

None

Mrs. Plese reviewed the amendments proposed to the 2011-2012 Budget. Mr. Rimbo asked for any questions. No questions. Mr. Rimbo asked for a motion to adjourn the Public Hearing. It was moved by 365 and seconded by ROE to adjourn the meeting at 6:36 pm.

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

Mr. Rimbo then opened the Regular Meeting of the Board of Control at 6:36 pm. The roll call was the same.

CLOSED SESSION

President Rimbo asked for a motion to go into closed session at 6:38 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 202 to go into closed session.

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

It was moved by ROE and seconded by 202 to end the closed session and return to the open board meeting at 7:04 p.m.

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

PUBLIC PRESENT/COMMENTS

None

CONSENT AGENDA ACTION ITEMS

AR#0612-2383 –It was moved by 365 and seconded by ROE to accept the consent agenda items:

CA1 - Approval of Minutes of the previous meetings, May 15, 2012

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

CA3 - Donation – Receipt:

Pursuant to Board Policy, “Donations, Grants and Bequests” C340, under General School Administration, I recommend that you approve the following donations:

1. Will County Auto Rebuilders – donation of tools: Makita buffer, National Detroit 6” sander, and solar battery charger, Bill Munchalfen, President, 904 N. Hickory St., Joliet, IL, 60435.
2. Joseph Matkovicik, 413 Murphy Place, Romeoville, IL – Asst. items for construction; siding, shingles and wood.

CA4 - Policies – 2nd Reading for approval

5:45 - Responsibilities Concerning Internal Information

5:55 - Personal Technology and Social Media; Usage and Conduct

CA5 - Personnel Resignation

Approval of Board of Control to accept the resignations of of Linda Saveas, Health Care Instructor and Jeffrey Howard, Building Trades Instructor.

CA6 – Surplus Items

CULINARY

- 1 – balance scale without weights
- 38 – serving plates
- 1 – pot ladle
- 1 – tackle box, small
- 2 – kitchen aide mixers w/ attachments
- 2 – serving platters
- 48- small juice glasses
- 1 – electric burner
- 3 – plastic bowls
- 2 – small trays

- 1 – French fry cutter
- 1 – water pitcher, silver
- 9 – home sized pot holders
- 1 – small fountain
- 6 – pot lids
- 1 – basket
- 2 – toasters
- 2 – fryer baskets
- 1 – vase
- 1 – cake stand, plastic

HEALTH CARE

- 1 – metal chart rack
- 1 – crank Hoyer lift

- Asst. metal chairs
- 1 – laundry bag drop

OUTSIDE

- 2 – Office trailers

CA7 – July Expenditures

Recommend approval of signature of July expenditures to be ratified in August, 2012.

CA8 – June End-of-the-Year Expenditures – Recommend approval of expenditures to close out fiscal year 2012. These expenditures are to be ratified in August 2012.

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

DIRECTOR'S REPORT for June 19, 2012 Regular Meeting

Katrina Plese, Executive Director

1. Surplus Items – Katrina reviewed with the board the list of surplus items including computers. She said she would like to offer the old computers to staff for a nominal fee. All licensed software will be removed prior to disposal.
2. Prevailing Wage – Katrina pointed out to the board that June is the month to pass the Prevailing Wage resolution for the state.
3. Student Handbook – Katrina reviewed the minor changes in the student handbook for the new year including the update on the grading scale, the addition of a cosmetology school and minor updates to names (Katrina's and board member updates).
4. Audit Proposal – Katrina informed the board that the audit is approaching and there is a proposal a contract with Mack & Associates for FY13 – FY15. Also in the board packet is a list of the last 4 years expenditures for audits.
5. Vacation – Katrina shared with the board her upcoming vacation dates for the summer.
6. Summer Activities – Katrina told the board of activities that will be going on at Wilco this summer including a CAN Review class, 2 TREES workshops, and national competitions for students in HOSA and SkillsUSA.
7. First Day of School – Katrina informed the board of upcoming dates for the new school year: August 14th the teachers will be back and first day for student attendance is August 17th. There will be technology training available for the staff this summer and a new staff orientation prior to the start of school.

RESOLUTIONS

R#0612-1068 – Prevailing Wage Ordinance

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

POLICIES

No new polices – 2nd reading policies for approval are included in the consent agenda.

OTHER ACTION ITEMS:

AR#0612-2384- Fiscal Year 2012 Budget Amendment

It was moved by ROE and seconded by 365 to approve the amendment to the Fiscal Year 2012 Budget.

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

AR#0612-2385 – Student Handbook

It was moved by 365 and seconded by 202 to approve the updates to the Student Handbook for the 2012-2013 school year including the change of the grading scale to a 10% scale, the addition of The Franklin Institute of Cosmetology in Morris and updates to staff and board name changes as needed.

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

AR#0612-2386 – Audit Proposal

It was moved by 202 and seconded by ROE to accept the audit proposal from Mack and Associates, P.C.

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

AR#0612-2387 – Personnel – Re-Hire of Teacher’s Aides and Hiring of New Employees

It was moved by 365 and seconded by ROE to re-hire the following teacher’s aides and new Employees for the 2012-2013 school year:

NAME	POSITION	STATUS
Richard Maurer	Auto Service Aide	Part-time
Hilda McConaughy	Child Care Aide	Full-time
Rosie Mabry	Clinical Instructor	Part-time
Kathy Joutras	Clinical Instructor	Part-time
Bill Adelman	Building Trades Instructor	Part-time
Karen Aldworth	Health Care Instructor	Full-time
Dr. Ryan Phillips	Aviation Instructor	Part-time
Dr. Stanley Harriman	Aviation Instructor	Part-time

*employment is contingent on documentation of work experience and certification

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

ANNOUNCEMENTS / INFORMATION ITEMS

- A. JJC Facility Use Agreement – Katrina pointed out to the board a hand-out giving information about the development of an agreement allowing JJC to use the Wilco facility for night classes. Legal counsel is developing the agreement and will ensure that all costs are covered for building use, salary (including overtime) for custodians, provide certificate of insurance and we will provide JJC with any dates the facility will not be available; i.e., Open House.
- B. Budget Summary – Katrina provided the board with a draft budget summary for FY13. It is based on 900 students and does not consider actual salary/benefits of new hires.
- C. Health Life Safety Report – Katrina reviewed the recent Health Life Safety Report and some of the items cited for updates or repairs and the cost of those actions.
- D. Enrollment – Katrina provided the board with a spreadsheet with the most current enrollment numbers for each district.
- E. July Board Meeting – Katrina recommended to the board that the July board meeting be cancelled due to vacations and less activity in the summer months.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, August 21, 2012 at 6:30 p.m.

ADJOURNMENT

President Rimbo asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by 202 to adjourn the board meeting at 7:41 pm.

Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

President, Wilco Area Career Center Board of Control

DATE

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

DATE