

WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
August 15, 2023

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, August 15, 2023, at Wilco Area Career Center. President Rod Westfall was present and called the meeting to order at 6:11 p.m. and requested the roll to be called.

ROLL CALL

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

CLOSED SESSION

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); Discussion of minutes of meetings lawfully closed, semi-annual review – Section 2.06. 5 ILCS 120/2(c)(21)

It was moved by 210 and seconded by 365 to go into closed session at 6:12 p.m.
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

Motion was made by 365 and seconded by ROE to end the closed session at 6:17 p.m.
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

NA

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

N/A

POLICIES

It was moved by 365 and seconded by 202 for the approval of Final Reading of Policies presented for 1st and 2nd Reading in May and June as follows: Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

NEW

4.110 Purchases and Contracts
4.155 Facility Management
5.115 Personnel Records

REVISED

5.25 Hiring Process and Criteria

5.55 Personal Technology and Social Media

5.110 General Personnel Abused and Neglected Child Reporting

It was moved by 209 and seconded by 255 for the approval of the first reading of the Amended Policy as presented: Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

AMENDMENT

5.260 Student Services Coordinator Job Description – 1st reading

CONSENT AGENDA

It was moved by 210 and seconded by ROE to approve the Consent Agenda #0823-2821 as presented: **CA1.** Approval of minutes from the previous board meeting on June 20, 2023. **CA2.** Expenditures presented for payment for end of fiscal year June 30, 2023. **CA3.** Expenditures Presented for Payment for July, 2023. **CA4.** Expenditures Presented for Payment for August, 2023. **CA5.** Personnel: Resignation, Hiring and FMLA approval of Resignations of Jennifer Leighter-Yeates, Early Childhood Instructor, effective July 31, 2023 and Paris Wilhite, Substitute/Tutor, effective August 1, 2023., adjustment of Randy Yeates, Maintenance Assistant to Full-Time Status hiring of Julia Oglesby as Special Projects Coordinator and transitions @ \$387.00/day for up to 120 days with life insurance \$60.00 and family dental @ \$864.00, hiring of Michelle Gunther as the Mentor for the 23-24 School Year @ \$2,000.00., hiring of Anthony Maccani, Teacher Aide-Auto @ \$20.00/hr. with single insurance, hiring of Penny Barry, Tutor/Student Services @ \$21.00/hr. with single insurance, hiring of Rachal Patek, Teacher Aide-Welding @ \$19.00/hr. with single insurance pending para-professional certification. **CA6.** Surplus Item: Serial Tag #00498-File cabinet **CA7.** FMLA request for Anita Baxter, Administrative Asst./Receptionist.

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

ACTION ITEMS:

AR#0823-2928 – It was moved by 365 and seconded by 210 to approve the FY23-24 Budget as presented. Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#0823-2929– It was moved by 202 and seconded by 209 to approve the 23-24 Student Handbook Revisions as presented.

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

AR#0823-2930 – It was moved by 365 and seconded by 255 to approval of Program Quality Stipends for Instructors of \$1,000 per full time instructors for meeting the standards outlined and prorated for PT instructors.

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

AR#0823-2931– It was moved by 210 and seconded by 365 to approve Chapman and Cutler as Wilco Bond Counsel for the Fiscal Year 23-24 filing.

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

AR#0823-2932– It was moved by 365 and seconded by 202 to approve Data Sharing Agreement with NIU as part of the Accelerated Model Pathways in IT (AMP-IT)

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

AR#0823-2933– It was moved by 365 and seconded by 209 to approve Closed Session Minutes and Tapes Semi-annual Review.

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

ASST. PRINCIPAL REPORT for August 15, 2023 - Regular Meeting

Jeannine Marco, Asst. Principal

- Mrs. Marco reviewed New Teacher Induction with the Board by sharing the number of new teachers (three) and teacher's aides (2).
- Mrs. Marco shared, Criminal Justice Instructor, Michelle Gunther will be 23-24 mentor to new teachers. Mrs. Gunther will meet with new teachers monthly but is always willing to assist or answer any questions.
- Mrs. Marco shared the topics covered on the new teacher orientation agenda. The orientation was successful in providing many teacher tricks for the classroom as well as, door prizes!

ASST. DIR./PRINCIPAL REPORT for August 15, 2023 - Regular Meeting

Bosa Goodale, Asst. Dir./Principal

Mrs. Goodale reviewed the opening day in-service topics covered at the whole staff Inservice days, such as; evaluations, quality program indicators, student engagement including CPR and Stop the bleed training.

EXECUTIVE DIRECTOR'S REPORT for August 15, 2023- Regular Meeting

Elizabeth Kaufman, Executive Director

Finance & Facilities

- Dr. Kaufman updated Board on the construction of Veterinary Assisting II Classroom.
- Dr. Kaufman shared the METT Grant announcement will not be made until September.
- Dr. Kaufman is pleased the CTEI is increased by \$112,692 reflected in budget presented. The Career Centers are under 17% off the top of CTE Budget.

Curriculum

- Dr. Kaufman shared two additional teachers received their workbased learning approval. Veterinary II, Instructor, Mrs. Margaret Janke and C.N.A./Medical Asst. Instructor, Mrs. Nancy Evans.
- Dr. Kaufman shared Automotive Instructors, Mr. Mike Patt and Mr. Ken Hayes attended a small engine course.
- The C.N.A. program has aligned their curriculum and assessments for the new textbook.
- Dr. Kaufman shared the team for Resilient Youth Training is selected and will implement in the classroom in January.
- Dr. Kaufman purchased the Measurement Math for Welding Implementation during the 23-24 school year.
- Dr. Kaufman is proud to partner with TREES for the AMP.IT Grant. NIU partnership will provide \$20,000 in the 2023-2024 and \$40,000 in the 2024-2025.

Leadership

- Dr. Kaufman joined the Ladies who Lead and Learn Cohort. The cohort helps women in leadership to develop collaboratively learning new skills, sharing ideas and experiences, and building a sustainable bond into the next phase of leadership within the union, organization, and/or community.
- Dr. Kaufman attended the ICTA Back to School Retreat to receive information for the funding formula.
- Dr. Kaufman created an incentive plan based on the Quality CTE Program indicators.
- Dr. Kaufman created and implemented a school climate statement/expectation: **THRIVE** to help stimulate school growth by engaging all members of the school community to promote safe, supportive and engaging school practices within Wilco Area Career Center.

Public Relations

- The Center mailed Dual Credit Letters to students and parents to help streamline the Dual Credit application process.
- The Center mailed C.N.A. student orientation packets to incoming students. The packet included an invitation to attend the August 10, 2023 C.N.A. student orientation.
- Dr. Kaufman met with Districts on Pathway initiatives; Business and Information Tech.

NEW BUSINESS

- N/A

OLD BUSINESS

- N/A

ANNOUNCEMENTS

President Rod Westfall announced the next regular board meeting will be held Tuesday, September 19, 2023 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 **ROE** to adjourn the board meeting at 7:00 pm.

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

APPROVED

Rod Westfall

President, Wilco Area Career Center Board of Control

9-19-23

DATE

Penny J. [Signature]

Secretary, Wilco Area Career Center Board of Control

9-19-23

DATE