

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
August 20, 2024

**CALL TO ORDER**

The Wilco Board of Control met for a regular meeting on, August 20, 2024, at Wilco Area Career Center. District 202 Representative, Dr. Glenn Wood was present and called the meeting to order at 6:18 p.m. and requested the roll to be called.

**ROLL CALL**

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

**CLOSED SESSION**

District 202 Representative, Dr. Glenn Wood 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) 2. Discussion of minutes of meetings lawfully closed, semi-annual review – Section 2.06. 5 ILCS 120/2(c)(21) 3. Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).

It was moved by 365 and seconded by 209 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 255 to end the closed session at 6:18 p.m.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**PLEDGE OF ALLEGIANCE**

**AGENDA REVISIONS**

It was moved by 209 and seconded by 255 to approve the Agenda Revisions **Consent Agenda Items-#0824-2832**  
**CA4-Expenditures Presented for Payment for August, 2024 (items added to bill list)**  
**CA5-Personnel: Hiring of Michael Robbins, as the Law Enforcement Instructor**  
**CA6-Surplus Items: Serial Tag #00678-Tornado Floor Burnisher (Buffer), Serial Tag #00450-Cleveland Soup Kettle, Serial Tag #00408-Blue Laminator with serial #5014584-190 & 1989 Seagrave Fire Truck VIN#1F9EU28JXKCST2063**

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

**PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION**

NA

## **CONSENT AGENDA**

It was moved by 209 and seconded by 365 to approve the Consent Agenda #0824-2832 as presented: **CA1.** Approval of minutes from the previous board meeting on June 18, 2024. **CA2.** Expenditures presented for payment for end of fiscal year June 30, 2024. **CA3.** Expenditures Presented for Payment for July, 2024 **CA4.** Expenditures Presented for Payment for August, 2024 **CA5.** Personnel: Hiring-Michael Robbins as Law Enforcement Instructor @ \$52,050.00; Hiring Bosa Goodale for transition activities @ \$300/day for up to 50 days; Hiring Annette Birsa for Preschool Lab support @ \$200/day; Hiring Sam Alessi for (PT) Fire Science Instructor @ \$272/day. **CA6.** Surplus Items: Serial Tag #00678-Tornado Floor Burnisher (Buffer), Serial Tag #00450-Cleveland Soup Kettle, Serial Tag #00408-Blue Laminator with serial #5014584-190 & 1989 Seagrave Fire Truck VIN#1F9EU28JXKCST2063  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

## **POLICIES**

N/A

## **ACTION ITEMS:**

**AR#0824-2984-** It was moved by 210 and seconded by 255 the approval of FY24-25 Budget  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2985-** It was moved by ROE and seconded by 365 the approval of Wilco E-Learning Plan for the next three school years.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2986-**It was moved by 255 and seconded by 209 the approval of Program Quality Stipends for Instructors of \$1,000 per instructor for meeting the standards outlined for the 24-25 school year.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2987-**It was moved by 209 and seconded by 365 to approve the Chapman and Cutlar as Bond Counsel for the Fiscal Year 24-25 filing.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2988-**It was moved by ROE and seconded by 210 to approve the substitute rate for the 24-25 school year at \$150/day with a long-term rate of \$175/day after 60 days.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2989-**It was moved by 255 and seconded by 210 to approve the Equitable Advisors and Plan Member as a 403B options for Wilco employees  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2990-**It was moved by 365 and seconded by 255 to approve the MOU with College of DuPage.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2991-**It was moved by 209 and seconded by 365 to approve the stipend for Michelle Gunther for the 24-25 school year as the Mentor.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

**R#0824-2992-**It was moved by 210 and seconded by 255 to approve the Closed Session Minutes and Tapes Semi-annual Review.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

## ASSISTANT PRINCIPAL REPORT for August 20, 2024 – Regular Meeting

Jeannine Marco, Asst. Principal

Mrs. Marco shared the beginning of the 2024-2025 school year brings new processes to tackle some of the student concerns identified during the 23-24 school year, therefore she provided the board members with an overview of key areas she is working these concerns.

### **Student Safety**

- Bathroom limit of 6-to address bathroom congestion and monitoring of behaviors
- Parking Procedure-digitized the process with a Google form so students must upload DL/ and current insurance to the form which will be completed before step 2 of the dash pass is issued.
- Bullying/Harassment Prevention- Bullying reporting form with follow up procedure/steps outlined and explained to staff; Posters made with QR code and displayed throughout the building
- Cell phone storage issues- purchased additional cell phone lockers for classrooms
- Attendance-improved coding language to Campus so when students are on medical we can recognize the need for the extended absences rather than jumping to issuing letters which often irritated parents and students

### **Service to Community**

- Receipt of 500.00 scholarship donation check from Versiti
- Scheduled 3 blood drives w/first in September to achieve the 500.00 scholarship next spring
- Project Cure service project to continue 24-25 school year
- Additional service hour options added w/ Daybreak and Joliet Community Hospice
- Initiated talks with St Joes and Edwards hospitals to create a working relationship/service program

### **Dual Credit Enrollment**

- New Dual enrollment registration began last week (deadline Aug 30th); QR code for registration and letters sent home in July
- Placement testing- 2 onsite dates secured; Aug 30th (fall) and Oct 2nd (spring)
- SAT score collection- I will collect reports for students who can meet prerequisites and send them to JJC Office of Dual Credit. Contact has been made with home schools with regards to students who claim they never received their score report and have not been able to access them (PSD has them in the student's home access account)

Mrs. Marco shared, the evidence collected from last year has led to prioritization of three main student initiatives to be addressed this year. During teacher in-service days these three areas were discussed through an explanation of procedural steps, professional development training and staff round table discussions. The process changes were well received by staff and she will follow with support as necessary.

Mrs. Marco said, the administrative team looks forward to the positive impact these initiatives will have on our students' experience while continually monitoring ways to improve our school community.

## ASST. DIR./PRINCIPAL REPORT for August 20, 2024 - Regular Meeting

Dr. Alicia Cook, Asst. Dir./Principal

Dr. Cook shared the beginning of the 2024-2025 school year was marked by an engaging and comprehensive series of professional development activities aimed at enhancing the effectiveness and preparedness of our instructional staff. Dr. Cook summarized the key components of the training initiatives for new and returning teachers.

### **New Teacher Orientation**

Over two days, an extensive orientation program designed to prepare both new and second-year teachers for the upcoming school year included:

- **Introduction to District Policies and Procedures:** An overview of operational guidelines, teaching standards, and support resources.
- **Classroom Management Strategies:** Practical workshops on creating a positive and productive learning environment.
- **Curriculum and Instructional Planning:** Sessions focused on curriculum expectations, assessment techniques, and innovative teaching strategies.

## **Staff Development Kick-Off**

To energize and inform our entire instructional staff, we held three days of dynamic meetings that included:

- **A.L.I.C.E. Training:** Active Shooter Response Training, emphasizing safety protocols and emergency response strategies to ensure a secure school environment.
- **Bullying Professional Development:** Training focused on identifying, preventing, and addressing bullying, reinforcing our commitment to a safe and supportive atmosphere for all students.

The kick-off meetings were designed to foster a collaborative and enthusiastic atmosphere, setting a positive tone for the school year

## **Celebrations**

- **State-mandated GCN Training:** We are pleased to report that 95% of our staff have completed the required training, and the remaining participants are scheduled to complete it imminently.

Dr. Cook concluded by sharing the preparatory efforts have effectively equipped our staff with critical skills and knowledge. The new teacher orientation and staff development meetings were well-received and have positioned our educators to start the year with confidence and a shared commitment to excellence.

## **EXECUTIVE DIRECTOR'S REPORT for August 20, 2024- Regular Meeting**

Elizabeth Kaufman, Executive Director

## **Finance & Facilities**

- Dr. Kaufman updated the board on Construction of Veterinary Assisting II Classroom final close out.
- Dr. Kaufman shared the METT Grant was submitted and approved. Ready for district expenditures.
- Dr. Kaufman is awaiting documentation on grants from Illinois Department of Commerce and Economic Opportunity (\$350,000) and Illinois Department of Human Services (\$250,000).
- Dr. Kaufman is excited to announce the CTEI increased by \$241,234 and is reflected in budget as presented and will be spread out over a four-year period.

## **Curriculum**

- Dr. Kaufman shared the Accelerated CNA Spring semester curriculum has been revised for 24-25 school year.
- Dr. Kaufman approved Welding I curriculum revisions and creation of coursework. Welding Instructors made students detailed binders with instructional materials.
- Dr. Kaufman began work on Vet Science Pathway Endorsement
- Dr. Kaufman shared Wilco is approved by IBHE to provide Adult training for Nursing Assistant program during the summer.

## **Leadership**

- Dr. Kaufman joined the **Year of Ladies who Lead and Learn Cohort** and is looking forward to her 2<sup>nd</sup> year with the group.
- Dr. Kaufman attended and presented at the ICTA Back to School Retreat.
- Dr. Kaufman reviewed the incentive plan based on the Quality CTE Program Indicators with the board.
- Dr. Kaufman recognized staff for meeting attendance goals and worked with staff to develop professionalism goals for attendance for this school year.
- Dr. Kaufman implemented new grievance reporting process for students and staff at Wilco.

## **Public Relations**

- Dr. Kaufman and Sherry Harris mailed informational JJC Dual Credit letters home to students and parents.
- Dr. Kaufman shared the CNA Parent & student orientation meeting was well attended and went well.
- Dr. Kaufman has scheduled Wilco representation at Fall Curriculum nights.
- Dr. Kaufman met with the Will County CED to discuss internship opportunities for the upcoming school year.

**NEW BUSINESS**

- N/A

**OLD BUSINESS**

- N/A

**ANNOUNCEMENTS**

District 202 Representative, Dr. Glenn Wood announced the next regular board meeting will be held Tuesday, September 17, 2024 at 6:00 p.m. at Wilco.

**ADJOURNMENT**

District 202 Representative, Dr. Glenn Wood asked for a motion to adjourn the board meeting. It was moved by **209** and seconded by **ROE** to adjourn the board meeting at 6:55 pm.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

**APPROVED**

\_\_\_\_\_  
District 202 Representative, Dr. Glenn Wood

\_\_\_\_\_  
DATE

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Secretary, Wilco Area Career Center Board of Control

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DATE