

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
December 19, 2023

**CALL TO ORDER**

The Wilco Board of Control met for a regular meeting on Tuesday, December 19, 2023, at Wilco Area Career Center. President Rod Westfall was present and called the meeting to order at 6:03 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	absent
				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	absent	210	Ms. Tina Malak	present
	Mr. Victor Zack	present		Mr. Gary Gray	present

**PLEDGE OF ALLEGIANCE**

**AGENDA REVISIONS**

**PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION**

- Village of Romeoville Thank You Note

**CONSENT AGENDA**

It was moved by 210 and seconded by 202 to approve the Consent Agenda #1223-2825 as presented: **CA1.** Approval of minutes from the previous board meeting on November 21, 2023. **CA2.** Expenditures presented for payment for December, 2023. **CA3.** Surplus item: Blakeslee Stand Mixer Model U-20-T with State Tag: Property of State of Illinois Dept. of Commerce and Community Affairs Inv#7967 **Serial #00399**

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

**ACTION ITEMS:**

**AR#1223-2945** – It was moved by 210 and seconded by 365 to approval of Preschool Fees and Registration for 24-25 School Year.

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

**AR#1223-2946**– It was moved by 365 and seconded by 210 to approve the quote from Reality Works to purchase welding simulators as part of the METT grant when funds are released by ISBE. Each district will get at least two machines, and free training is part of the quote.

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

**AR#1223-2947** – It was moved by ROE and seconded by 202 the approval of policy update 8:30-AP & 8:30 E1

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

**AR#1223-2948** – It was moved by 255 and seconded by 202 the approval of Preferred Service Plan with ABC Automatic Building Controls beginning September 1, 2013-September 1, 2024 for the annual cost of \$3,732.00

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

**AR#1223-2949** – It was moved by 210 and seconded by 209 the approval of Clinical Education Affiliation Agreement between Adventist Midwest Health and Wilco Area Career Center

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

### **ASST. PRINCIPAL REPORT for December 19, 2023 - Regular Meeting**

Jeannine Marco, Asst. Principal

Mrs. Marco was absent but prepared a report with the following information:

- 9 referrals for behavior/discipline reasons, 7 attendance contracts for students with 10 or greater absences, 3 CNA Attendance/Academic contracts.
- The report provided a summary of 1<sup>st</sup> Semester as follows:
  1. 48 Referrals for behavior/discipline
  2. 67 Attendance contracts
  3. 15 CNA Attendance/Academic contracts; 13 from Accelerated CNA
  4. 3 Academic Contracts
  5. 5 Behavior Contracts
  6. 1 EMS Attendance Contract
  7. Multiple individual Academic intervention plans to remediate students receiving D's or F's
- The summary shared information about the following events:
  - 12/8-58 Students from Early Childhood and Criminal Justice participated in the JJC onsite Accuplacer test.
  - 12/6-Students participated in the second blood drive organized by Versiti. Students donated an additional 36 units bringing the overall total to 68 units. HOSA will host an additional drive on TBA.
  - Registration for College of Dupage credits for Intro to Health, EMS and Law Enforcement has opened and Wilco is slowly registering students with their new process.

### **ASST. DIR./PRINCIPAL REPORT for December 19, 2023 - Regular Meeting**

Bosa Goodale, Asst. Dir./Principal

Mrs. Goodale was absent but prepared a report with the following information:

#### **Grades as of December 18<sup>th</sup>, 2023:**

- A-47% of students, B-35% of students, C-13% of students, D-3% of students, F-2% of students

#### **October Professional Development Opportunities:**

- Preparation for e-Learning Days: Expectations and Schedule
- Academic Warning-Working with Students and contacting parents
- Grade Reporting: Incomplete grades vs. Grade changes
- Classroom Management
- Professional Development Alliance: Grading-What is going well? What are the challenges?

#### **WorkBased Learning Report from Margaret Janke:**

- Medical Assisting Students visiting Naperbrook Medical Center
- Margaret Janke is presenting at Illinois Work-Based Learning Innovation Network and Valles Education for Employment System.
- Student-based Enterprises:
  - Welding-selling holiday ornaments
  - Construction-construction of a new picnic bench for Wilco

# EXECUTIVE DIRECTOR'S REPORT for December 19, 2023- Regular Meeting

Elizabeth Kaufman, Executive Director

## Finance & Facilities

- Dr. Kaufman shared the 10 year Life Safety Inspection in 2024 through the ROE is upcoming.
- Dr. Kaufman reported the CTE formula update with the board and stated it is State Board approved and we should know more in January.
- Dr. Kaufman reported Wilco will share a Budget Amendment in January reflecting the inclusion of the METT Grant, IDHS Grant, and the Constellation Grant.
- Dr. Kaufman shared the Occupancy permit was received for the new building addition for the Veterinary II program.

## Curriculum

- Dr. Kaufman met with Josh West, JJC, CTE, Patty Zuccarello and the feeder schools on the METT Pathway Grant and waited on the outcome of submission.
- Dr. Kaufman shared the Wilco instructors are working on the implementation of their Team Based Challenges.
- Dr. Kaufman reported the collaboration with Joliet Junior College on WLDG120 course is going well.
- Dr. Kaufman is assisting with the pathway work with Lockport.

## Leadership

- Dr. Kaufman attended the ACTE Vision Conference.
- Dr. Kaufman provided a recap of the Director's goals for the year for review.
- Dr. Kaufman posted the Assistant Director/Principal position and reported the receipt of eight applicants.

## Public Relations

- Dr. Kaufman is continuing the implementation of Internal staff recognition to increase and maintain the morale of staff into the holiday season. Everyone is very thankful for the support and fun!
- Dr. Kaufman attended a networking event at the Timbers in Shorewood with CNA instructor Nancy Evans and her students. It provided an opportunity to share a Wilco informational pamphlet and complete a Team Based Challenge.
- Dr. Kaufman shared that Wilco staff is planning to attend the Freshman orientations at Plainfield East and Romeoville.

## NEW BUSINESS

- N/A

## OLD BUSINESS

- N/A

## ANNOUNCEMENTS

President Rod Westfall wished everyone a Safe and Happy Holidays and announced the next regular board meeting will be held Thursday, January 18, 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 **210** to adjourn the board meeting at 6:26 pm.

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

## APPROVED



President, Wilco Area Career Center Board of Control

1-18-24  
DATE



Secretary, Wilco Area Career Center Board of Control

1-18-24  
DATE