

WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
December 17, 2024

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on December 17, 2024, at the Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:05 p.m. and requested the roll to be called.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

CONSENT AGENDA

It was moved by 209 and seconded by 365 to approve the Consent Agenda #1224-2836 as presented: **CA1.** Approval of minutes from the previous board meeting on November 19, 2024. **CA2.** Expenditures are presented for payment for December, 2024. **CA3.** Personnel: Retirement letter from Criminal Justice Instructor Michelle Gunther effective at the end of the 24-25 school year (May 2025).

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

POLICIES

2nd Reading of the following

New:

5:230 Maintaining Student Discipline (No Corporal Punishment)

Revisions:

5:10 Equal Employment Opportunity and Minority Recruitment (Increased protected categories)

5:90 Abused and Neglected Child Reporting (No requirement time frame on the written report)

7:10 Equal Educational Opportunities (Increased protected categories)

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

RESOLUTIONS

N/A

ACTION ITEMS:

AR#1224-3001 – It was moved by 210 and seconded by 255 the approval to purchase NSA 5700 (Sonic Wall) Promo for 3 years at a cost of \$25,858 from GHA Technologies, INC. (Selected over the 2-year contract of a cost of \$21,798 from the same vendor).

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#1224-3002 – It was moved by 209 and seconded by 210 the approval of the annual snowplow rate of \$30/hr.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#1224-3003 – It was moved by 365 and seconded by 255 approval to utilize the Center for SkillsUSA Regional contest on February 28th with SkillsUSA providing liability insurance.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#1224-3004– It was moved by 209 and seconded by 210 the approval of the Budget Amendment as presented.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

AR#1224-3005– It was moved by 210 and seconded by 365 the approval of the MOU with JJC as presented.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

ASSISTANT PRINCIPAL REPORT for December 17, 2024 – Regular Meeting

Jeannine Marco, Asst. Principal

Mrs. Marco shared the December highlights on Student Services listed below:

Student Safety

End of Semester Data

	AUG	SEPT	OCT	NOV	DEC	TOTALS
Bullying Complaints	1	8	0	4	1	14
Cease and Desist	0	2	0	4	4	10
Referrals	0	9	15	13	6	43
General Attendance Contracts	0	0	48	48	10	106
CNA/EMS Attendance Contracts	0	0	13	8	3	24
CNA/EMS Academic Contracts	0	0	9	13	2	24

Service to Community

- Mrs. Marco shared Versiti Blood Drive has collected 82 units of blood to date.
- Mrs. Marco assisted the ECE-Big Brothers/Big Sisters Event.
- Mrs. Marco announced the HOSA students spent the day at Project Cure and packaged medical supplies.

Dual Credit Enrollment

- Mrs. Marco shared Dual enrollment registrations is underway with College of DuPage for FIRE 2271(EMS) and HLTHS 1110 (Intro to Health).

ASST. DIR./PRINCIPAL REPORT for December 17, 2024 - Regular Meeting

Dr. Alicia Cook, Asst. Dir./Principal

Dr. Cook shared the December highlights on the areas below:

Analysis and Observations:

Grade Distributions as of December 10th

Grade	Number of Students	Percentage of Student Population
A	616	44%
B	454	32%
C	248	18%
D	67	5%
F	26	2%
Total	1411	

Dr. Cook shared various platforms being covered in their Wilco program to help Wilco students build their employability skills.

1. Resume Development

- Students participate in creating strong, professional resumes through guidance from instructors, student resource personnel, and Workforce Development Resume Bus
- Students tailor resumes to align with their career interests and industry standards.
- Peer and professional feedback ensures the final resumes meet high standards.

2. Mock Interviews

- Mock interviews will be implemented during the last week of the first semester to provide students with the opportunity to practice and refine their interview skills in realistic settings.
- Instructors, administration, peers, and community partners provide constructive feedback on communication and presentation.
- Interview rounds help reduce anxiety and improve performance.

3. Impact and Expected Outcomes

- Students who engaged in both resume creation and mock interviews statistically have improved interview skills and a higher success rate in securing internships and jobs.

EXECUTIVE DIRECTOR'S REPORT for December 17, 2024 - Regular Meeting

Elizabeth Kaufman, Executive Director

Finance & Facilities

- Dr. Kaufman met with Healy Bender Patton & Been Architect about Life Safety draft report as presented. Reflecting door stops are now an issue.
- Dr. Kaufman and Mr. Ramirez prepared the budget amendment as presented in the packet for the board to review.
- Dr. Kaufman submitted the Mid-Term report for METT (Manufacturing, Engineering, Technology, and Trades) Pathway Grant.

EXECUTIVE DIRECTOR'S REPORT for December 17, 2024 - Regular Meeting

Elizabeth Kaufman, Executive Director

Curriculum

- Dr. Kaufman submitted Pathway revisions to ISBE for each district.
- Wilco hosted the Will County Workforce Van for students to develop resumes. It has been very beneficial to our students to build a professional resume.
- Dr. Kaufman shared the administrative team is working with teachers on establishing a classroom environment and setting expectations to achieve positive academic outcomes.

Leadership

- Dr. Kaufman attended the ACTE Vision event in San Antonio, TX. It was a great opportunity to celebrate the extraordinary contributions of CTE professionals, programs, and organizations.
- Dr. Kaufman participated in the ACTE Region III Vision event.
- Dr. Kaufman participated in the TREES Director Vision Meeting.
- Dr. Kaufman coordinated with GAVC on WBL and Pathway Endorsements.

Public Relations

- Dr. Kaufman attended the 8th grade nights at Plainfield.
- Dr. Kaufman participated in the Dual Enrollment Trip to JJC to learn the new processes for student's to register for Dual Credit.
- Dr. Kaufman participated in the Computer Tech Trip to JJC.
- Dr. Kaufman reported the Student Organizations have completed their service projects.

INFORMATION ITEMS

- A flyer was shared to invite the sender districts to participate in the Constellation Open House.
- Dr. Kaufman provided an overview of the End Of the Year Report for METT.
- Dr. Kaufman shared the finding from the draft of the Health Life Safety Visit.
- Semiannual Report for METT Career Pathway Grant.
- A flyer was shared with the names of the Student of 2nd Quarter nominations by district and program.

NEW BUSINESS

- Executive Director's Mid-Term Report
- 5-26 Calendar (Christmas & Spring Break)
 - Christmas – December 2- January 2nd with TI on January 5th
 - Spring Break – March 30-April 6th

OLD BUSINESS

ANNOUNCEMENTS

President Rod Westfall announced the next regular board meeting will be held Thursday, January 23, 2025, at 6:00 p.m. at Wilco.

ADJOURNMENT

President Rod Westfall asked for a motion to adjourn the board meeting. It was moved by **209** and seconded by **210** to adjourn the board meeting at 6:25 pm.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED



President, Wilco Area Career Center Board of Control

1-23-25

DATE



Secretary, Wilco Area Career Center Board of Control

1-23-25

DATE