

WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
June 20, 2023

**CALL TO ORDER**

The Wilco Board of Control met for a regular meeting on Tuesday, June 20, 2023, at Wilco Area Career Center. President Rod Westfall was present and called the meeting to order at 6:04 p.m. and requested the roll to be called.

**ROLL CALL**

ROE	Dr. Shawn Walsh	absent	209U	Mr. Kevin Feeney	present
				Ms. Peggy Kunz	present
				Mr. Matt Swick	absent
255U	Ms. Danielle Valiente	absent	202	Dr. Glenn Wood	present
	Mr. Chris Cavanaugh	present		Mr. Rod Westfall	present
	Mr. Mark Mitchell	present			
365U	Ms. Tammi Conn	present	210	Ms. Tina Malak	absent
	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);

It was moved by 202 and seconded by 255 to go into closed session at 6:00 p.m.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

Motion was made by 209 and seconded by 365 to end the closed session at 6:01 p.m.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**PLEDGE OF ALLEGIANCE**

**AGENDA REVISIONS**

NA

**PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION**

**BOARD RECOGNITION**

N/A

## **ACTION ITEMS:**

**AR#0623-2923** – It was moved by 365 and seconded by 202 to approve the salary adjustment for Culinary Arts Aide Scott Dudgeon to \$20.80 per hour beginning 2023-2024 school to align with other aides.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0623-2924**– It was moved by 209 and seconded by 255 to approve the new ROE, Elizabeth (Lisa) Caparelli-Ruff as the signature for the Will County ROE beginning July 1, 2023.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0623-2925** – It was moved by 209 and seconded by 202 to amend the 2023-24 School Calendar by moving February 12<sup>th</sup> to February 19<sup>th</sup> (from Lincoln’s Birthday to President’s Day).  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0623-2926**– It was moved by 365 and seconded by 255 to approve the 2022-2023 School Calendar to be submitted.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**AR#0623-2927**– It was moved by 202 and seconded by 209 to process payroll of approximately \$90,000  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

## **CONSENT AGENDA**

It was moved by 255 and seconded by 202 to approve the Consent Agenda **#0623-2820** as presented: **CA1.** Approval of minutes from the previous board meeting on May 16, 2023. **CA2.** Expenditures presented for payment for June 2023. **CA3.** Personnel-**Re-Hiring** and reassignment of Randy Yeates to assist Building and Grounds @ \$20.00 per/hr. for 4 days a week and rehire of part-time (2/3) position Business Logistics and Management Instructor, Janet Zitzke @ \$40,060.80.

**Hiring** of full-time Early Childhood Lab Instructor, Gina Salvador-Lemus @ \$55,850 beginning 2023-24 School Year with ½ hour Early Bird @ 5,310.39 beginning 2023-24 School Year. **CA4.** June end-of-the fiscal year expenditures to be ratified in August, 2023 **CA5.** – July expenditures to be ratified in August, 2023 **CA6.** Out of State Travel for Director to travel to ACTE Career Tech Vision 2023 in Phoenix, AZ from November 29<sup>th</sup> to December 2<sup>nd</sup>, 2023. TREES will pay for one person per school. **CA7** – Surplus Items of two Centra Electric Beds from the CNA program & & two SNAP ON mounted tool boxes: Tag#IL64803

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

## **POLICIES**

It was moved by 209 and seconded by 365 to approve of new and revised policies as presented for 2<sup>nd</sup> reading for approval.

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

- New Policy 4.110 Purchases and Contracts
- New Policy 4.155 Facility Management
- New Policy 5.115 Personnel Records
- Revised Policy 5.25 Hiring Process and Criteria
- Revised Policy 5.55 Personal Technology and Social Media

## **ASST. PRINCIPAL REPORT for June 20, 2023 - Regular Meeting**

Julia Ann Oglesby, Asst. Principal

Mrs. Oglesby prepared for review by the board her End of the Year Summary for attendance and referrals.

## **ASST. DIR./PRINCIPAL REPORT for June 20, 2023 - Regular Meeting**

Bosa Goodale, Asst. Dir./Principal

Mrs. Goodale prepared reports reflecting the 22-23 semester Grade Comparisons as well as the results of the Student Exit Survey.

## **EXECUTIVE DIRECTOR'S REPORT for June 20, 2023- Regular Meeting**

Elizabeth Kaufman, Executive Director

### **Finance & Facilities**

- Dr. Kaufman shared the tentative budget for the 23-24 school year.
- Dr. Kaufman submitted the application for the METT ISBE Grant.
- Dr. Kaufman shared Wilco was named as a partner in the ISBE Manufacturing Grant awarded to JJC.
- Dr. Kaufman shared the increase in CTEI line item-amount yet to be determined.
- Dr. Kaufman reviewed the continued progress on building addition with no progress on the HVAC timeline.

### **Curriculum**

- Dr. Kaufman continues the implementation of summer courses for C.N.A., Computer Tech., and Welding classes at Wilco.
- Dr. Kaufman reviewed the ongoing curriculum work in C.N.A., Welding, Veterinary Asst. and Criminal Justice.
- Dr. Kaufman met with JJC to discuss a new Manufacturing capstone course for Dual Enrollment.

### **Leadership**

- Dr. Kaufman is continuing her participation on Regional Education advisory board.
- Dr. Kaufman supports the mentoring of Jeannine Marco and Jennifer Alessi on budget aspects of their internships.
- Dr. Kaufman shared, collected data on student progress, referrals and exit responses with the board.
- Dr. Kaufman has ongoing collaboration with JJC on grants and program initiatives to enhance Wilco programs.
- Dr. Kaufman worked with Jeanine, Jennifer and Julia on hiring process of new Early Childhood Lab Instructor.
- Dr. Kaufman was elected as Secretary for the Illinois Association of Career and Technical Educators.

### **Public Relations**

- Dr. Kaufman hosted a building tour with Senator Ventura and Brian Gordon.
- Dr. Kaufman hosted the Class of 2023 preschool graduation for 20 preschool students and their families. It was a beautiful day to celebrate!
- Dr. Kaufman and staff celebrated the end of the year with a picnic.
- Dr. Kaufman shared the wonderful celebration of Julia Oglesby at her retirement event.

### **NEW BUSINESS**

- Third party Criminal Background Investigation checks
- Review of Director's Goals

### **OLD BUSINESS**

- NA

**ANNOUNCEMENTS**

President Rod Westfall announced the next regular board meeting will be held Tuesday, August 15, 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 **209** to adjourn the board meeting at 7:05 pm.

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

**APPROVED**



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President, Wilco Area Career Center Board of Control

8-15-23

DATE



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Secretary, Wilco Area Career Center Board of Control

8-15-23

DATE