

WILCO AREA CAREER CENTER  
**MINUTES**  
of the  
**Regular Meeting of the Wilco Board of Control**  
November 17, 2020

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, November 17, 2020, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:00 p.m. and requested the roll to be called.

ROLL CALL

|      |                       |                     |      |                  |                    |
|------|-----------------------|---------------------|------|------------------|--------------------|
| ROE  | Dr. Shawn Walsh       | present – via video | 209U | Mr. Kevin Feeney | present            |
|      |                       |                     |      | Ms. Peggy Kunz   | present            |
| 255U | Ms. Danielle Valiente | present -via video  | 202  | Dr. Glenn Wood   | present            |
|      | Mr. Chris Cavanaugh   | present             |      | Mr. Rod Westfall | present            |
| 365U | Ms. Tammi Conn        | present – via video | 210  | Dr. Mary Ticknor | present- via video |
|      | Mr. Victor Zack       | present – via video |      | Mr. Gary Gray    | present            |

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

Public present: Criminal Justice instructor, Michelle Gunther, via video. No comments.

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

Correction to: **CA3**. Hiring of Martin van Heewisjk, Criminal Justice Instructor, full time @ \$53,000.

CONSENT AGENDA

It was moved by 202 and seconded by ROE to approve the Consent Agenda as amended: **CA1**. Approval of minutes from the board meetings on October 20, 2020, **CA2**. Expenditures presented for payment for November, 2020, **CA3**. Personnel – Hiring: Kenneth Hayes, Auto Service instructor, full-time @ \$47,000, Martin van Heeswijk, Criminal Justice instructor, full-time @ \$53,000, David Presi, IT Coordinator, full-time @ \$58,000, and Sherry Harris, Administrative Assistant for Administration, full-time @ \$50,000. **CA4**. Donations of used tires from D’Arcy Hundai of Joliet for the Auto Service program; and a 1996 Mercury Marquis from Delores Smith, Plainfield for the Auto Service program.

POLICIES

**5:345 – IT Coordinator Job Description** - 2<sup>nd</sup> reading for approval.

It was moved by 255 and seconded by 210 to approve the policy.

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

**ASST. PRINCIPAL FOR STUDENT SERV. REPORT for November 17, 2020 Regular Mtg.**

Julia Ann Oglesby, Assistant Principal

Julia discussed with the board the recent Progress Monitors that were sent to parents. It was an electronic progress report and we received good feedback, but we will make more adjustments to it as needed. Julia also reported to the board we have 200 students with D’s and F’s. At this point, teachers

are deciding whether students that are not engaged will continue in their program. The teachers need to determine if the students are able to catch up, or whether they will not be able to continue next semester. Julia noted that the students who are physically attending school here at Wilco have fewer failures.

## **EXECUTIVE DIRECTOR'S REPORT for November 17, 2020 - Regular Meeting**

Elizabeth Kaufman, Executive Director

1. **Finance and Facilities** – Elizabeth told the board our Agricultural Grant has been submitted. Elizabeth outlined the proposed budget amendments but told the board the summary and details would be discussed during the information portion of the meeting. Elizabeth reported to the board the Health Life Safety report was received and all points are addressed and completed.
2. **Curriculum** – Elizabeth reminded the board we did not schedule the Early Bird Welding class this year due to partial in-person schedules. At this time, the Welding instructors are looking at opening up more lab time availability for the students. Elizabeth met with Jeannine Marco, who is the Instructional coach for the Education Pathway Grant, and the Early Childhood Education instructors, Jennifer Leichter-Yeates and Jaclyn Crusor to lay out expenditures from the grant.
3. **Leadership** – Elizabeth informed the board ISBE will be doing a pilot program which will review the quality of the CTE courses. They will be using ACTE's metrics to measure progress in the courses. Elizabeth volunteered Wilco for this pilot program. Elizabeth also told the board the Will County Health Department is offering Binax NOW testing. Elizabeth said she, the nurses, and EMS would like to do this training. Two of our nurses already have the training and Elizabeth said it could be done in our isolation room. Elizabeth also pointed out to the board the new hires listed for this month.
4. **Public Relations** – Elizabeth told the board we had our Counselor meeting this year and this year's meeting was virtual. Elizabeth reported to the board we will be holding a Staff appreciation luncheon this Friday. Elizabeth also reported she is working on a retirement recognition of some kind for our 3 retirees who will be leaving in December and January. The choices are limited because of COVID restrictions. Elizabeth told the board the virtual open houses have been held by all the teachers and are complete.

### **OTHER ACTION ITEMS:**

It was moved by 209 and seconded by 210 to approve the following Action Item:

**AR#1120-2765 – Change to the 2020-2021 Calendar.** It was requested to change November 23<sup>rd</sup> and November 24<sup>th</sup> to remote learning days to enable thorough cleaning before Thanksgiving break.

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

### **INFORMATION ITEMS**

- A. Elizabeth provided the board with a handout summarizing the proposed budget amendments. She explained each of the changes to the board. She explained we had more insurance cost than allotted in the original budget line. She also explained we will have vacation payout to two employees who are retiring. Elizabeth informed the board our allotment grant has not yet been received for this fiscal year.
- B. Elizabeth explained the Pathway to Education Grant Wilco received. The grant would be used to strengthen academic preparation and work-based learning opportunities.
- C. Elizabeth pointed out to the board the Student of the Quarter recipient list included in the board packet.
- D. Elizabeth covered upcoming dates with the board and informed them the Business Logistics class is collecting supplies for donations to the needy during the holiday season. They are collecting,

dividing between organizations, and delivering. Mrs. Zitzke, the instructor is using this is an opportunity to give to the community and also as an exercise in logistics.

NEW BUSINESS

There will be a meeting at 5 pm of the Strategic Planning Committee prior to the December 15<sup>th</sup> board meeting. The Strategic Planning Committee is comprised of Dr. Glenn Wood, Dr. Mary Ticknor, Danielle Valiente and Victor Zack.

OLD BUSINESS

None

ANNOUNCEMENTS

President Westfall announced the next regular board meeting will be held Tuesday, December 15, 2020 at 6:00 p.m. at Wilco. The board meeting will be preceded by the Strategic Planning Committee meeting at 5:00 pm.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 209 and seconded by 255 to adjourn the board meeting at 6:23 pm.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

\_\_\_\_\_  
President, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE