

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
November 13, 2014**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, November 13, 2014, at Wilco Area Career Center. The meeting was called to order by President Rod Westfall at 6:30 p.m. Mr. Westfall requested the roll to be called.

ROLL CALL

ROE	Mr. Shawn Walsh	present	209U	Dr. Matt Swick	absent
				Ms. Peggy Kunz	absent
255U	Ms. Christine Nelson	absent			
	Mr. Larry Blackburn	present	202	Mr. Glenn Wood	present
				Mr. Rod Westfall	present
365U	Dr. James Mitchem	absent			
	Mr. Daniel Falese	present	210	Dr. Mary Ticknor	absent
				Ms. Bev Marzec	present

AGENDA REVISIONS

None

PUBLIC COMMENTS

None

CLOSED SESSION

President Westfall asked for a motion to adjourn into closed session for the purpose of: 1. Compensation of specific employees of the Center, 5 ILCS 120/2(c)(1). It was moved by ROE and seconded by 255 to go into closed session at 6:31 p.m. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

It was moved by 202 and seconded by 365 to end the closed session and return to the open board meeting at 6:37 p.m. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

President Westfall appointed Dan Falese as Secretary Pro-tem in absence of Secretary Peggy Kunz.

CONSENT AGENDA ACTION ITEMS

AR#1114-2489 –It was moved by 365 and seconded by 210 to remove item CA3 – Surplus item. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

It was moved by ROE and seconded by 255 to accept the consent agenda including:  
**CA1** - Approval of minutes from previous meetings; September 16, 2014.  
**CA2** - Expenditures presented for payment for October, 2014  
 Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried.

## **ASSISTANT PRINCIPAL'S REPORT for November 13, 2014 Regular Meeting**

Julia Ann Oglesby, Assistant Principal for Student Services

1. Julia reported to the board 25 attendance contracts have been sent out.
2. Julia discussed the intervention and academic action plans for student services and her office. She said they are trying to finish the semester with no F's. Student services is very busy with action plans to help each student that is failing.
3. Julia told the board they hope to have fewer referrals pertaining to attendance this year.
4. Julia informed the board that school presentations are done at each school and Wilco has had several tours of schools come through and told the board we encourage any visits from our feeder schools and to just inform her when a tour is requested.
5. Board Member (Dist. 365U) Dan Falese asked why Wilco was not on the Dist. 365 website. He said he's going to go back to the Dist. Office and ask them to add a link to Wilco on their site. Mrs. Oglesby and Mrs. Kaufman said to contact them if there were any questions.

## **ASSISTANT DIRECTOR'S REPORT for November 13, 2014 Regular Meeting**

Elizabeth Kaufman, Assistant Director

1. Curriculum – Elizabeth updated the board on the assessment project status. We are on the performance creation phase now. We are in the data disaggregation phase with our pilot group and meeting with instructors for next school year for the Culinary Arts, EMS and Medical Terminology Programs.
2. Professional Development – Elizabeth told the board they are working on quality of questions for the teachers and the Special Education team worked with teachers on the use of Graphic Organizations. The *Seven Strategies of Assessment of Learning* has been introduced and studies will continue with Jim Murphy at our teacher in-service in January. Elizabeth reminded the board that the teachers are required under their contract to do two business visits per year. Locations visited this year by faculty: Villa Franciscan, Aperion Care, Park Pointe Rehabilitative Care, Mariano's, Kinder Care, Meadowbrook Manor, JJC Medical Facility, Rod Baker For, Arnie's, Braidwood Fire Department, Laurie's Children's Hospital, Will County Law Enforcement Group, and Casa Margarita.
3. Fall Advisory – Elizabeth reported to the board the programs that have held a fall advisory meeting: Auto Body, Fire Science, EMS, Certified Nursing Assistant, Introduction to Health and Welding.
4. Dual Credit – Elizabeth updated the board on information on dual credit credentials for instructors. We will review and establish a plan for Welding and Computer Technology. She also told the board she requested of JJC that we use the lower ACT score for Spring registration.
5. Community Outreach – Elizabeth told the board of the many community outreach opportunities we have had: Guidance Breakfast, Bolingbrook Special Education student visits, Presentations to Plainfield North and plans to attend Romeoville and Plainfield East, Host for 8<sup>th</sup> grade students from Brooks Middle School and Jane Adams Middle School, and Romeoville Chamber Education meeting.
6. Student Organizations – Elizabeth reported on the activities of student organizations here at Wilco. HOSA leadership teams attended leadership meetings this fall, 18 Criminal Justice students went on a field trip to Western Illinois University, Auto Service students visited JJC and Health Science students will be visiting JJC on the 25<sup>th</sup>, and the Explorer Post has hosted monthly meetings for Fire Science students.

## DIRECTOR'S REPORT for November 13, 2014 Regular Meeting

Katrina Plese, Executive Director

1. Finances – Katrina highlighted several items on the monthly bill list including Worker's Compensation, board liability/property insurance, GAVC tuition and Contractor fees.
2. TRS Cost Shift – Katrina discussed with the board the continuing discussion of the TRS cost shift. She reported that the state initially had a 17 yr. shift in proposal which would move .5% per year of the state's contributions over to the school districts. She discussed the recommended models to determine the impact of this shift. Katrina reported that Business Services Assistant Chris Popek is running the 3 models for Wilco and when completed, Katrina will share the information with the board. The Finance Committee is planning to meet 1 hour prior to next month's board meeting.
3. JJC Superintendent's Meeting – Katrina reported on a very positive meeting with the Superintendents. Katrina provided the board with hand-outs on AAS Certificate of Completion information, a brochure on the Operations Engineering & Technician Fall 2015 course schedule. This course of study is pending approval by ICCB. She also provided the board with information on the AIM (Advanced Integrated Maintenance) certificate program for high school students at JJC.
4. ICampus – Katrina updated the board on the new student management system here at Wilco. She reported staff is slowly learning the many different components to the system. She said work is on-going to work on the messenger system and because of that we are still using the School Reach software to reach staff and feeder school administrators.
5. Finance Committee – Katrina asked the Finance Committee to meet 1 hour prior to the December board meeting. The Finance Committee members are Dan Falese, Shawn Walsh and Matt Swick.
6. PARCC – Katrina requested of the board that each high school schedule Wilco students within the high schools to test at the same time. This will help reduce disruptions due to the testing.
7. Action Item – Katrina suggested moving the surplus item on the consent agenda to be an action item.

### RESOLUTIONS

None

### POLICIES

None

### OTHER ACTION ITEMS:

#### **AR#1114-2490 – Amendments to Administrative Contracts**

It was moved by 365 and second by 210 to approve the amendments in the Assistant Director and Assistant Principal for Student Services contracts. Details were discussed in closed session.

Roll call vote 5 Aye 0 Nay 0 Abstain Motion carried

#### **AR#1114-2491 – Surplus Items and Trades with Dist. 209U**

It was moved by 255 and seconded by 365 to declare the 1989 Ford Ambulance surplus and trade it with Wilmington Dist. 209U for surplus equipment: Ariends snow blower, John Deere spreader and a 1994 Dodge Van (VIN# 1B4GH243ORX123385)

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

ANNOUNCEMENTS / INFORMATION ITEMS

- A. JJC Letter – Katrina shared a letter she received from JJC with the board. Previously granted college credit for credentials earned by producing a certificate/license for Fire Science and EMS is no longer available.
- B. Construction Update– Katrina updated the board on the entry-way construction. The concrete has been replaced at the expense of the contractor due to wrong slope/specifications. The floor will not be completed until spring of summer. There was a credit received from the contractor.
- C. Student Performance – Katrina discussed results of assessment testing as compared to state-wide testing results. Katrina met with teachers to start the discussion on how to break down the data and use it for instructional improvement and student performance. Katrina provided the board with a hand-out with related information.
- D. Student of the Month – Katrina pointed out to the board the list provided them of the past month’s students of the month.
- E. Upcoming Dates – Katrina pointed out the list of upcoming dates of interest to the board.

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, December 16, 2014 at 6:30 p.m. The Finance Committee will be 1 hr. prior to the board meeting.

ADJOURNMENT

President 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 7:10 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

\_\_\_\_\_  
DATE

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Secretary Pro-tem, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE