

**WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
October 15, 2013**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, October 15, 2013, at Wilco Area Career Center. The meeting was called to order by Board President Rod Westfall at 6:30 p.m. Mr. Westfall requested the roll to be called.

ROLL CALL

ROE Mr. Shawn Walsh	absent	209U	Dr. Matt Swick	present
			Ms. Peggy Kunz	absent
255U Ms. Christine Nelson	present			
Mr. Larry Blackburn	present	202	Dr. John Harper	absent
			Mr. Rod Westfall	present
365U Ms. Tammi Conn	present			
Mr. Daniel Falese	absent	210	Dr. Mary Ticknor	present
			Ms. Bev Marzec	present

AGENDA REVISIONS

None

PUBLIC COMMENTS

None

CONSENT AGENDA ACTION ITEMS

AR#1013-2447 –It was moved by 255 and seconded by 365 to accept the consent agenda including:

CA1 - Approval of Minutes of the previous meetings, September 17, 2013.

CA2 - Approval of expenditures presented for payment for October, 2013.

CA3 - Approval of donation from Dan Favia, 15327 S. Pratt, Plainfield, IL 60544, donation of welding gear: 13 jackets, 5 pants and 2 hoods for the Welding program.

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

RESOLUTIONS

None

ASSISTANT PRINCIPAL'S REPORT FOR October 15, 2013 Meeting

Julia Ann Oglesby

1. Students Attendance – Julia reported to the board 44 attendance contracts were sent out.
2. Student Grades – Julia also reported that there are intervention plans for at-risk students with D's and Academic Action Plans for students with F's. This plan includes a 3-week check-in with Student Services. The plan components include part for student, part for the parent, part for the teacher and part for the home school.

3. Compass Test – Julia informed the board that the JJC Compass test will be December 10th and 50 – 60 students for 2nd semester JJC credit will be taking it.
4. Student Services – Julia reported that Student Services is preparing packets with web site & tutoring information for the parents.
5. FY14 IEP/504 Enrollments – Julia pointed out the chart she included in the board packet showing IEP and 504 enrollments are up slightly this year. Usually, they are 19 – 21%, this year is 22%.

ASSISTANT DIRECTOR’S REPORT for October 15, 2013 Regular Meeting

Elizabeth Kaufman

1. Counselor Breakfast - Elizabeth told the board the Counselor breakfast was a success with representation from each district. JJC was also there and TREES made a presentation also.
2. Course Selection Survey – Elizabeth reported to the board that the survey is slated to be sent to the schools November 1st. Schools will receive it online, but some schools asked for paper copies.
3. Course Offerings - Elizabeth pointed out the information on course offerings included in the board packet. Building Trades and Aviation are left in for next year. Katrina is working on staffing the Aviation course with Lewis. Game Design had a positive reaction from the counselors and she updated the board regarding Computer Technology. Much discussion ensued on JJC and dual credit. Other JJC dual credit updates were: Criminal Justice is splitting into 2 yrs., Fire Science dual credit dropped because it requires a Master’s degree, Heavy Equipment still offering for the southern schools, all other courses, no change.
4. Dual Credit – Elizabeth has meetings scheduled with JJC regarding EMS, Fire Science and Industrial Tech. She reported that JJC may grandfather employees one more year.

DIRECTOR’S REPORT for October 15, 2013 Regular Meeting

Katrina Plese, Executive Director

1. Financials – Katrina reported to the board the expenditures are running very close to revenue at this time. She provided the board with budget to actual information as of month ending September 2013: Revenue 26%, Expenditures 24%.
2. Public Safety Meeting – Katrina reported to the board information on the recent Public Safety Meeting. Main points to explore were: update reunification plan, silent distress signal/system, crisis go mobile system (emergency plan on a mobile device), and school safety funding.

POLICIES

5:240 – Teacher’s Job Description amendment for updates, 1st reading.

OTHER ACTION ITEMS:

AR#1013-2448- Course Descriptions for 2014 - 2015

It was moved by 365 and seconded by 255 to approve the Course Descriptions for fiscal year 2015 as presented.

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

ANNOUNCEMENTS / INFORMATION ITEMS

- A. Intent to Retire Letter – Katrina presented the board with an official letter stating her intent to retire December 21, 2017.
- B. Health Life Safety Report – Katrina shared the results of the report showing the vending machines need to be moved and stated that there are plans to rectify.
- C. Master Budget/Financial Profile – Katrina reviewed handouts that were included in the board packet concerning the budget.
- D. Wilco Trends – Katrina reviewed another hand-out with the financial information which compared Wilco with other Career Centers. Discussion ensued on reserve totals regarding what totals are desired and what to do in the future. Dr. Ticknor suggested getting a financial advisor’s input.
- E. NCRC Report – Katrina referred the board to the hand-out included in the board packet with the test results. She reported that the 2014 PSAE will have 3 components: ACT plus writing, Science assessment, and 2 Work Keys assessment (applied math & reading for information). She reported that students, at the district discretion, can take the locating information assessment. Those qualifying scores are eligible for ACT’s National Career Readiness Certificate.
- F. Walgreens Flu Clinic – Katrina told the board Walgreens came to the school for the 2nd year to hold a flu clinic for employees.
- G. Student of the Month – Katrina pointed out the student of the month list included in the board packet.
- H. Upcoming Dates – Katrina reviewed upcoming dates with the board including a law seminar she and Elizabeth will be attending on Oct. 17th, Friday’s JJC dual credit meeting for Fire Science/EMS, November 5th meeting coming up with JJC President, Dr. Deb Daniels with all superintendents, November 6th public buffet and the IASA/ISBE Advisory Meeting and the teacher’s institute on November 8th.

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, November 19, 2013 at 6:30 p.m.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 255 and seconded by 365 to adjourn the board meeting at 7:15 pm.

Roll call vote: 5 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