

WILCO AREA CAREER CENTER  
**MINUTES**  
**of the**  
**Regular Meeting of the Wilco Board of Control**  
**October 20, 2020**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, October 20, 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	202	Dr. Glenn Wood	present
	Mr. Chris Cavanaugh	present- via video @ 6:08		Mr. Rod Westfall	present - via video
365U	Ms. Tammi Conn	present – via video	210	Dr. Mary Ticknor	present- via video
	Mr. Victor Zack	present – via video		Mr. Gary Gray	present

CLOSED SESSION

President 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 210 and seconded by 202 to go into closed session at 6:01 pm. Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

Motion was made by ROE and seconded by 210 to end closed session at 6:05 p.m.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

Public present: Margaret Todd, Wilco Intro to Health Professions and Medical Assisting instructor and Jennifer Leighter-Yeates, Wilco Early Childhood instructor. No comments.

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

Additions to: **CA3.** Hiring Nancy Evans, full-time C.N.A., Intro to Health and Clinical Instructor at Braidwood at \$55,050 per year (pro-rated), and **CA4.** Resignation of Donald Malec, Criminal Justice instructor effective January 11, 2021.

CONSENT AGENDA

It was moved by 365 and seconded by ROE to approve the Consent Agenda as amended: **CA1.** Approval of minutes from the board meeting on September 15, 2020, **CA2.** Expenditures presented for payment for October, 2020, **CA3.** Personnel – Hiring: Guadalupe Ruiz, Welding teacher’s aide, full-time @ \$18/hr., and hiring of Nancy Evans full-time in Braidwood, instructor of C.N.A., Intro to Health and Clinical Supervisor at \$50,050/yr., **CA4.** Resignation of Amanda Kilpatrick, C.N.A. instructor, Braidwood, effective October 23, 2020 and Donald Malec, Criminal Justice instructor,

effective January 11, 2021, and **CA5**. Approval of surplus items to be scrapped: 2 refrigerators. One small refrigerator from Child Care, Wilco ID#00122 Kenmore model# 564.8600010 and one regular sized refrigerator – Wilco ID# 00240 Westinghouse model RT176G, 6 cars from Auto service to be scrapped: Saturn wagon, 1988 Ford Mustang, 1999 Toyota Corolla, 1983 Dodge van, 2005 Ford Taurus SE, and 1994 Geo Prism.

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

### POLICIES

**7.50 Admission of Home/Private School Students** – 2<sup>nd</sup> reading for amendment and approval.

**5.335 Instructional Coach Job Description** – 1<sup>st</sup> reading for approval (waiver of 2<sup>nd</sup> reading)

It was moved by 209 and seconded by 210 to approve the policies.

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

**5.345 IT Coordinator Job Description** – 1<sup>st</sup> reading.

### **ASST. PRINCIPAL FOR STUDENT SERV. REPORT for October 20, 2020 Regular Mtg.**

Julia Ann Oglesby, Assistant Principal

Julia provided the board with a Special Education reports on IEP and 504 plans for their Wilco students. One report had all information by program and another had info divided by schools. Julia thanked all the school districts for providing information to the Center to ensure each student has their needs met.

### **ASST. DIRECTOR/PRINCIPAL'S REPORT for October 20, 2020 – Regular Meeting**

Bosa Goodale, Asst. Director/Principal

1. Bosa provided the board with a report on engagement of students. She reported there are 12 students that have not engaged at all.
2. Bosa thanked the Bolingbrook counselors who came in and did videos in different classrooms highlighting the Wilco programs.
3. Bosa informed the board there will be virtual open houses for all programs and the schedule is on the website. There will also be a virtual Counselor meeting on October 30<sup>th</sup>.

### **EXECUTIVE DIRECTOR'S REPORT for October 20, 2020 - Regular Meeting**

Elizabeth Kaufman, Executive Director

1. Finance and Facilities – Elizabeth reported the retractable wall in CNA/Game Design is completed. The additional welding booths are in and electrical is on hold. Elizabeth also told the board the Education Pathway grant is in and a detailed plan will be submitted in November to TREES. The literacy coach will be part of that grant. Elizabeth also informed the board that Workforce learning will depend on COVID and whether internships will be allowed.
2. Curriculum – Elizabeth told the board we had a remote learning day on October 9<sup>th</sup> and she thanked Amanda Ramsden and Don Malec for their contribution to helping the staff.
3. Leadership – Elizabeth informed the board the positions of Admin Asst. to Administration (Sybil) and IT Coordinator (Bob) have been posted. She plans to hire replacements in December to allow for training. Elizabeth told the board Wilco is included in a grant for Cybersecurity along with Lewis University and Joliet Junior College. Elizabeth thanked the home schools for the coordination of return schedules. She informed the board our staff planning committee will look at what 2<sup>nd</sup> semester might look like.
4. Public Relations – Elizabeth shared with the board that Wilco staff had flu shots this month from Walgreens. Wilco also hosted Romeoville Fire Department for their pumping class and the

department said they would like to use our facilities several times a year. They told Elizabeth they are also looking at apprenticeships with their fire academy.

OTHER ACTION ITEMS:

It was moved by 365 and seconded by 209 to approve the following Action Items:

**AR#1020-2760: Clinical Student COVID Waiver Form**

**AR#1020-2761: Chapman and Cutler Disclosure Contract**

**AR#1020-2762: Instructional Coach Hiring**

**AR#1020-2763: Snow Removal Contract**

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

NEW BUSINESS

There will be a meeting at 5 pm of the Building & Grounds Committee prior to the November 17<sup>th</sup> board meeting. The Building and Grounds Committee is comprised of Gary Gray, Dist. 210, Kevin Feeney, Dist. 209U and Chris Cavanaugh, Dist. 255U.

OLD BUSINESS

None

ANNOUNCEMENTS

President Westfall announced the next regular board meeting will be held Tuesday, November 17, 2020 at 6:00 p.m. at Wilco.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 210 and seconded by 202 to adjourn the board meeting at 6:26 pm.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

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President, Wilco Area Career Center Board of Control

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DATE

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Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE