

WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
October 21, 2025

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on October 21, 2025, at Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:02 p.m. and requested the roll to be called.

ROLL CALL

ROE	Dr. Lisa Caparelli	absent	209U	Mrs. Peggy Kunz	present
	Dr. John Sparlin	present		Mr. Matt Swick	present
255U	Ms. Danielle Valiente	present	202	Dr. Glenn Wood	absent
	Mr. Chris Cavanaugh	absent		Mr. Rod Westfall	present
	Mr. Mark Mitchell	absent			
365U	Ms. Tammi Conn	absent	210	Ms. Tina Malak	present
	Ms. Vickie Sutterlin	present		Mr. Gary Gray	present
	Dr. Theresa Polson	present			

CLOSED SESSION

Board 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 ROE and seconded by 209 to go into closed session at 6:03 p.m.

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

Motion was made by ROE and seconded by 255 to end the closed session at 6:05 p.m.

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

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

POLICIES

It was moved by 210 and seconded by 365 to approve the Wilco Area Career Center Comprehensive Policy on Preventing and Responding to Sexual Violence in compliance with the Preventing Sexual Violence in Higher Education Act

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

CONSENT AGENDA

It was moved by 209 and seconded by 365 to approve the Consent Agenda #1025-2845 as presented:

CA1 – Minutes from previous meeting, September 16, 2025

CA2 – Expenditures Presented for Payment for October, 2025

CA3 – Personnel: Hiring

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

ACTION ITEMS:

AR#1025-3046 – It was moved by 210 and seconded by ROE to approve Cosmetology Contracts.

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

AR#1025-3047– It was moved by 209 and seconded by 255 to approve for Wilco FFA to attend the Build Conference at Illinois State University

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

AR#1025-3048– It was moved by 365 and seconded by 210 to approve of student organization sponsors.

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

AR#1025-3049– It was moved by 209 and seconded by 255 to approve of a contract with Automatic Building Controls

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

AR#1025-3050 – It was moved by ROE and seconded by 209 to approve for Center to apply for School Maintenance Grant.

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

ASST. PRINCIPAL REPORT for October 21, 2025 - Regular Meeting

Jeannine Marco, Asst Principal

Assist. Principal**Student Safety**

- Bullying/Harassment Prevention- 2
- Referrals -32 (unauthorized driving, THC Vapes, insubordination)
- Contracts
 - Cease and Desist-5
 - 10 Day Attendance-20
 - CNA/EMS Academic (assessment scores below 80% threshold)-
 - Accel CNA-4
 - Traditional CNA-2
 - EMS-1
 - CNA/EMS Attendance
 - Accel CNA (limited to 4 absences for the semester)- 4
 - Traditional CNA(limited to 12 absences for the entire school year)- 4
 - EMS (limited to absences for the entire school year-1

Service to Community

- FFA- Fall Festival/Pumpkin Carving
 - Jams/Salsa Fundraiser
- HOSA- Project Cure
 - Trunk or Treat
 - Bubbler/Nachos Fundraiser
- Skills USA-Ramen Fundraiser

Dual Credit

- Began enrollment for full year course
- Attended JJC Dual Enrollment Advisory Meeting
- Hosted JJC Dual Enrollment Specialist to assist with problematic account issues

Began registering for Dec Accuplacer testing date for LENF103 (students needing to meet ENG 101 requirements)

ASST. DIR./PRINCIPAL REPORT for October 21, 2025 - Regular Meeting

Alicia Cook, Asst. Dir./Principal

Grade Distribution as of October 15th

As of October 15th, we have analyzed the current grade distribution of our students. Below is a detailed breakdown of the grades achieved by our student population:

Grade	Percentage of Student Population
A	48%
B	33%
C	8%
D	3%
F	7%

This data provides a clear snapshot of our academic performance as we progress through the school year. Further analysis will help us tailor our educational strategies to meet the needs of all students effectively.

Professional Development & Staff Support

- Danielson Evaluation Tool 2022 Introduction
- Introduction to Domain 2
- Attended the Forum for Excellence Conference

Stakeholder Engagement & Partnerships

- Attended CED after 3
- JJC Dual Enrollment Open House
- Ladies Who Lead

Operational Improvements

- Streamlined administrative formal observation script documentation

EXECUTIVE DIRECTOR'S REPORT for October 21, 2025 - Regular Meeting

Elizabeth Kaufman, Executive Director

Leadership

- Hosted a meeting of METT grant recipients
- Attended the Ribbon Cutting for the JJC Health and Wellness Center
- Attended the IASA Conference in Springfield
- Created a data sharing form for Career Centers on program expenses

Curriculum

- Discussed Public Administration Pathway with Senator Cappel's Aide
- Worked with Josh West/JJC on Grant for Business Pathway
- Worked with Wilco Instructors on Business Connections

Finance and Facilities

- Met with Architect to assess sites for potential bathroom
- Coordinated budget amendment with Jose
- Communicated with DCEO on data sharing agreement
- EC HVAC Project has been put out to bid

Public Relations

- Developed a logo for 50 Anniversary
- Held Annual Counselor Breakfast
- Attended the Will County CED recruitment sessions in Romeoville and Plainfield

INFORMATION ITEMS

- Proposed Budget Amendment
- RIDGING TWO WORLDS: The Evolving Landscape of High School Dual Enrollment in American Higher Education
- Wilco Program Info 25-26

NEW BUSINESS

- \$250,000 Grant for Bathroom Modifications
- Public Administration Pathway AKA Public Service
 - Government Credit
 - Max Enrollment 30
 - Fall of 2027

OLD BUSINESS

- EV Grant Data Sharing
- Electrical Bid for \$350,000 Grant

ANNOUNCEMENTS

President Rod Westfall announced the next regular board meeting will be held Tuesday, November 18, 2025, at 6:00 p.m. at Wilco.

ADJOURNMENT

President Rod Westfall asked for a motion to adjourn the board meeting. It was moved by **209** and seconded by **210** to adjourn the board meeting at 6:31 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

11/18/25

DATE