

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
December 18, 2012**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, December 18, 2012, at Wilco Area Career Center. The meeting was called to order by Board President George Rimbo at 6:36 p.m. Mr. Rimbo assigned Larry Blackburn to serve as Secretary Pro-tem. Mr. Rimbo requested the roll to be called. Mr. Rimbo introduced Ms. Conn from Valley View as the representative for Dr. Mitchem this month.

ROLL CALL

ROE	Mr. Shawn Walsh	present	209U	Dr. Matt Swick	present
				Ms. Peggy Kunz	absent
255U	Mr. Mark Mitchell	present			
	Mr. Larry Blackburn	present	202	Dr. John Harper	present
				Mr. Rod Westfall	present
365U	Ms. Tammi Conn	present			
	Mr. Ronnie Bull	absent	210	Dr. Mary Ticknor	present –arrived 7:17
				Mr. George Rimbo	present

Mr. Rimbo requested a moment of silence in recognition of the victims of Sandy Hook Elementary School in Newtown, Connecticut.

PUBLIC COMMENTS

No public present.

AGENDA REVISIONS

None

CLOSED SESSION

President Rimbo asked for a motion to go into closed session at 6:36 p.m. for the reason of: 1. Personnel: Appointment, employment, and compensation of a specific employee(s), and 2. Director's Contract.

It was moved by ROE and seconded by 202 to go into closed session.

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

It was moved by ROE and seconded by 202 to end the closed session and return to the open board meeting at 6:49 p.m.

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

It was moved by 209 and seconded by 365 to return to closed session at 7:29 pm. For the reason of Discussion of the Director's contract.

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

It was moved by ROE and seconded by 202 to end the closed session and return to the open board Meeting at 8:13 p.m.

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

## CONSENT AGENDA ACTION ITEMS

**AR#1212-2407** –It was moved by 255 and seconded by 209 to accept the consent agenda including:

- CA1 - Approval of Minutes of the previous meeting, November 13, 2012
- CA2 - Approval of expenditures presented for payment for December, 2012
- CA3 - Donation- Receipt:

1. From John Ringle, 1219 Porter Place, Lockport, IL 60441, tool box and tools.

CA4 - Personnel Resignations – Aviation teachers; Dr. Ryan Phillips and Dr. Stanley Harriman, effective 12/21/12.

CA5 - Personnel Hiring – Approval to hire:

Name: John Nowicki, Aviation Instructor, part-time (1/3)

Hire Date: 1/7/2013

Salary: \$15,444 annually (to be pro-rated)

Name: Lori Chancey, Clinical Instructor (Saturdays part-time)

Hire Date: 1/7/2013

Salary: \$27/hr.

CA6 - Personnel – Termination: Marcus Spates, part-time Maintenance, effective 12/12/12.

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

## POLICIES

**5:320** – Non-Certified Staff Vacation – Amendment – 1<sup>st</sup> Reading

### **ASSISTANT DIRECTOR’S REPORT for December 18, 2012**

Elizabeth Kaufman, Assistant Director

1. School Visits – Elizabeth informed the board that she has been completing school visits to all the high schools and discussing registrations. Middle schools will be coming soon for their visits to Wilco.
2. Dual Credit – Elizabeth updated the board on meetings with JJC and reported that the dual credits will remain the same for now. She has been meeting with other Directors and Assistant Directors and has been visiting other career centers to discuss dual credit.
3. Mid-terms – Elizabeth reported to the board that all mid-term assessments will be done online for the first time.

### **DIRECTOR’S REPORT for December 18, 2012 Regular Meeting**

Katrina Plese, Executive Director

1. Will County At Work – Katrina reported to the board that the Will County at work DVD is complete. She is trying to determine a timeline of when the show will air on local cable channel 6.
2. ACTE Event – Katrina attended the ACTE Event: “Vision”. She was unable to meet with the project leader from the National Research Center for Career and Technical Education (NRCCTE) but has had numerous discussions with her on research-based professional development. Katrina reminded the board that we must first identify a 3<sup>rd</sup> party assessment, and then focus on training on “how to analyze the data.” Katrina heard presentations from the International Center for Leadership in Education and she is researching their options which was a model for continuous improvement. This model includes: 1. Student engagement, 2. Rigor & Relevance Framework, 3. Embedding Literacy, 4. The Daggett System for Effective Instruction (hand-out provided to

- the board), 5. iKnowMyClass Survey (an on-going formative course assessment of student perceptions and engagement, allowing teachers to make necessary midcourse adjustments), and 6. Technology Centers That Work- another secondary continuous improvement model. Katrina did report that Brenda Dann-Messier, Asst. Secretary, OVAE-CTE met with the ACTE Board of Directors to discuss the Administrations' proposal for Perkins Re-authorization. Their focus is on:
1. Alignment – in demand jobs, 2. Collaboration – forming a consortium, 3. Accountability, 4. Common Definitions, and 5. Innovation.
  3. Policy Amendment – Katrina discussed with the board the update of policy #5:320, which was regarding Non-Certified staff vacations. After discussion with the board, it was suggested that she look at specific wording on how vacation is awarded in relations to beginning start dates and the fiscal year.
  4. Legislation – Katrina informed the board she is looking at proposing legislation to change the date of the deadline to adopt a budget; September 1<sup>st</sup> as opposed to September 30<sup>th</sup>. Discussion with the board ensued. It was noted that joint agreements must be approved before school budgets. Katrina also informed the board that the CTE Funding Taskforce would be at Wilco for a meeting on January 17<sup>th</sup>.
  5. Advisory Committees – Katrina let the board know that the Wilco Advisory Committees will be meeting after the new year to look at weight of classes, participation grades, make-up work and embedding literacy.
  6. Summer CNA Class – Katrina discussed with the board the feasibility of high school students taking the adult education CNA summer course and whether the home schools would offer credit to these students, the same as they would receive for taking the same course over the school year. She asked what process it would take to ensure they received credit.
  7. Bids – Katrina reviewed the bids received for the upcoming summer maintenance projects and provided the board with a handout with information.

## RESOLUTIONS

None

## OTHER ACTION ITEMS:

### **AR#1212-2408- Bid Acceptance**

It was moved by ROE and seconded by 209 to approve the bid of \$125,800 presented by R. Berti Construction for the Tuckpointing maintenance and the bid of \$42,800 from Holly Construction for The Fascia maintenance project. Both projects are to be completed the summer of 2013.

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

### **AR# 1212-2409 – Director's Contract**

It was moved by 210 and seconded by ROE to approve the Director's contract beginning January 1, 2013 through December 2017 with amendments relating to TRS percentage payments and Teacher's Health Insurance Security Fund percentage payments. The following language was updated to the contract: *However, notwithstanding the above, if the Director's portion of the contribution to the Illinois Teacher's Retirement System increases beyond 9.4%, then up to 0.5% annually of any such additional amount shall be paid by the Board with any such additional amount being paid by the Director. Additionally, up to 0.5% annually of any increase in the Director's contribution to the Teacher's Health Insurance Security Fund from the amount effective January 1, 2013, shall also be paid by the Board, and any such additional amount to be paid for by the Director.*

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

**AR# 1212-2410 – Personnel – Leave of Absence**

It was moved by ROE and seconded by 255 to approve the leave of absence of Criminal Justice Instructor, James Reilly, effective January 6, 2013 and continuing to March 28, 2013.  
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried.

ANNOUNCEMENTS / INFORMATION ITEMS

- A. Local Debt Recovery Program – Katrina discussed with the board the possibility of enrolling in the State of Illinois Debt Recovery Program to help recover owed fees, insufficient checks, etc. The debt must be less than 7 years old and more than \$10. The school must enter into an Intergovernmental agreement with the state Comptroller’s office and provide them with a listing of Debtors and showing due process has been satisfied per Illinois statute. The Comptroller’s Office will match up the debtor’s with their database and deduct from tax returns, state vendor contracts, lottery payments or state employee paychecks. There is a flat fee of \$15 deducted from the funds for this program. Once the funds are collected, they are set aside in a dedicated fund for 60 days to allow for a protest period. There are possible policy considerations in pursuing these debt collections: 1. In case of divorce, which parent is claiming the child as a dependent and therefore the parent responsible for the debt, 2. Do you place the debt on the system for currently enrolled students or wait until they have graduated, 3. Is the home school placing the student/parents in the system, 4. Need for ongoing level of administration to keep the system updated particularly during spring/summer (tax season).
- B. Student Services Report– Katrina pointed out the hand-out in the board folders with Student Academic Intervention Form and advised the board that this process is convenient and seems to be working.
- C. Upcoming Events – Katrina reminded the board of upcoming events; December 22, winter break with the return to school on January 7<sup>th</sup>. Also, the next public buffet will be January 10<sup>th</sup>.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, January 22, 2013 at 6:30 p.m.

ADJOURNMENT

President Rimbo asked for a motion to adjourn the board meeting. It was moved by 209 and seconded by 365 to adjourn the board meeting at 8:17 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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE