

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Organizational Meeting of the Wilco Board of Control  
May 21, 2013**

CALL TO ORDER

The Wilco Board of Control met for an Organizational Meeting on Tuesday, May 21, 2013, at Wilco Area Career Center. Katrina Plese, Wilco Director served as Chairman Pro-tem. The meeting was called to order by Mrs. Plese at 6:36 p.m. Mrs. Plese requested the roll to be called. Mrs. Plese appointed Sybil Perkins as temporary Recording Secretary.

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	absent
				Mr. Rod Westfall	present
365U	Ms. Tammi Conn	present			
			210	Dr. Mary Ticknor	absent
				Mr. George Rimbo	absent

AGENDA REVISIONS

None

PUBLIC COMMENTS

None

ELECTION OF OFFICERS

**AR#0513-2421** –It was moved by ROE and seconded by 255 to accept the current slate of officers as nominations for officers of the Board of Control.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

After election of officers, Vice-President Rod Westfall resumed facilitation of the meeting. Mr. Westfall appointed Larry Blackburn as Secretary pro-tem and then asked for a motion to go into closed session at 6:40 p.m. for the reason of: 1. Personnel – appointment, employment, compensation, discipline, performance or dismissal of an employee – 5ILCS 120/2(c)(1).

It was moved by ROE and seconded by 255 to go into closed session.

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

It was moved by ROE and seconded by 365 to end the closed session and return to the open board meeting at 7:03 p.m.

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

CONSENT AGENDA ACTION ITEMS

**AR#0513-2422** –It was moved by 255 and seconded by 365 to accept the consent agenda including:

CA1 - Approval of Minutes of the previous meeting, April 23, 2013

CA2 - Approval of expenditures presented for payment for May, 2013

### **CA3 - Out of State Travel**

Approval for FCCLA student, Sara Glasgow to attend National Conference in Nashville, July 7<sup>th</sup> – 11<sup>th</sup>. Chaperone will be Debbie Bolger, Culinary Arts Instructor.

Approval for students Robert Parson, Stephen Kalis, Halie Senko and Madeline Evans to attend HOSA National Conference June 25<sup>th</sup> -29<sup>th</sup>, in Nashville, TN. Chaperones will be Karen Aldworth, CNA Instructor and Mike Carlino.

### **CA4 – Surplus Items**

Approval to declare surplus automobiles:

1998 GMC Blue Bird School Bus – Vin#1GDL7T1C4WJ514242

1985 Chevrolet Pick-up – Vin#2GCEK24L7F1199013

1997 Chevrolet Box Truck – Vin#1GBJG31R8V1088672

### **CA5 – Re-hire of Full-time and Part-time Instructors for 2013-2014**

Approval to re-hire full and part-time instructors. First day of attendance, August 14, 2013.

Salaries determined per board contract.

Karen Aldworth – FT CNA, Debbie Bolger – FT Culinary Arts, Nance Budde – FT CNA, Dave Hummel – FT Auto Service, Nicole Kinzer – FT Culinary Arts, Donald Malec – FT Criminal Justice, Richard Smuksta – FT Welding.

William Adelman – PT (2/3) Building Trades, Steve Askew – PT (2/3) Computer Technology, Michael Johnson – PT (1/3) Fire Science, John Nowicki – PT (1/3), Aviation, Mark Oglesby – PT (1/2), Fire Science.

Roll call vote: 4 Ayes, 0 Nays, 0 Abstain. (member from 209 out of the room at the time of vote)

## **ASSISTANT DIRECTOR’S REPORT for May 21, 2013 Regular Meeting**

Elizabeth Kaufman, Assistant Director

1. Student Handbook - Elizabeth updated the board on several additions to the handbook. Using the IL Principal’s Association handbook as a model, Elizabeth has added a truancy page, added language regarding smart phones, and added electronic cigarettes to the list of tobacco products not allowed. Otherwise, the only other additions or changes to the handbook are updates to the board list and the administrative list for Wilco.
2. Assessment Project/Summer Curriculum- Elizabeth reported to the board that she will be working on assessments and curriculum this summer for Auto Body, Fire Science, Criminal Justice and CNA.
3. Honors Nights – Elizabeth was pleased to tell the board that Wilco was represented at each of our member high schools’ honors nights.
4. New Program Consideration – Elizabeth discussed with the board new programs under consideration for the 2014-2015 school year: Game Design and HVAC were the two programs under consideration. She met with JJC regarding these programs and is working on the curriculum.
5. Summer Professional Development – Elizabeth updated the board on all the summer professional development opportunities that will be utilized by Wilco staff this summer: the Assessment Project will be attended by Auto Body, CNA, Criminal Justice and Fire Science; various TREES Workshops are available offering professional development; Evaluation training will be selected & Wilco will be training the teachers; Curriculum work with new instructors will take place with Elizabeth; and Rigor and Relevance will be taught on the opening day teacher’s training.

## **DIRECTOR'S REPORT for May 21, 2013 Regular Meeting**

Katrina Plese, Executive Director

1. **Recognition of Retiring Board Member** – Katrina recognized before the board the retirement of Ronnie Bull, Valley View Dist. 365U. She thanked Mr. Bull for his contribution and time with the Wilco Board.
2. **Surplus Items** – Katrina reviewed with the board 3 vehicles to be declared surplus items: the School bus, which is beyond repairs; a pickup truck from which we will sell window components; and a box truck that she would like to trade with Lewis University for a trailer.
3. **Actual to Budget** – Katrina provided the board with a handout of the forecasted fund balance and reviewed information included. She also reviewed the new proposed budget pointing out that it will have a deficit due to previously agreed upon tuckpointing expense to match the maintenance 50/50 grant received.
4. **Intergovernmental Agreement** – Katrina presented a handout to the board on the Standards-Based Assessment Project. 13 Area Vocational Centers are slated to participate and will be signing the Intergovernmental Agreement. Anticipated cost for Wilco for year one is \$6,500; \$1,000 stipend per teacher on development team; and \$50 registration fee/lodging/travel. Wilco is the fiscal agent for the project.
5. **Braidwood Fire Dept.** – Katrina discussed with the board the allocation of funds for the program to be held in Braidwood. Wilco will retain 10% of the tuition for each student and the balance will go to the program. Payment based on 11<sup>th</sup> day enrollment. There is an increase in insurance values which is the primary reasoning for retention of a percentage of the tuition.
6. **HB 490** – Katrina provided the board with an update on House Bill 490. There is an amendment to the requirement to have the basic skills test completed before receiving a certificate. The proposal is to let Provisional certificate holders have 5 years to complete the basic skills test before renewal.
7. **FY14 Enrollment** – Katrina updated the board with current enrollment numbers for the fall. The enrollment total at this time is 1,115.
8. **School Maintenance Grant** – Katrina told the board she would like to submit the application for the school maintenance grant again for funding of \$40,000 toward asbestos abatement.
9. **Meeting Dates** – Katrina pointed out to the board the meeting dates for the upcoming year which are on the 3<sup>rd</sup> Tuesday unless noted. The July board meeting will be omitted unless needed.

### **POLICIES**

It was moved by 255 and seconded by 365 to approve the amendment to policy 3:30 – Assistant Director's Job Description and approve the new policy 3:40 – Assistant Principal for Student Services Job Description.

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

### **APPOINTMENT OF BOARD COMMITTEES – AR#0513-2423**

Board member Larry Blackburn volunteered for Contract Negotiations Committee, Rod Westfall and Shawn Walsh volunteered for Building and Grounds Committee and the Finance committee is still open. This action item was not voted on and will be taken up as Old Business at the next board meeting on June 18, 2013.

It was moved by 365 and seconded by 255 to approve the following Action items as a group:

### **APPOINTMENT OF LEGAL COUNSEL – AR#0513-2424**

To continue with Hinshaw & Culbertson, LLP law firm as legal counsel for the career center.

**DESIGNATION OF SIGNATORIES – AR#0513-2425**

To designate the board officers and the regional superintendent as the legal signatories for the center.

**APPOINTMENT OF DEPOSITORIES – AR#0513-2426**

To continue with First Midwest Bank as the legal depository for the Center.

**DESIGNATION OF CENTER NEWSPAPER – AR#0513-2427**

To designate the Joliet Herald News as the Wilco newspaper for the purposes of legal notices, public notices, etc.

**ACCEPTANCE OF BOARD POLICIES – AR#0513-2428**

To accept all existing Board policies.

**ESTABLISHMENT OF BOARD MEETING DATES – AR#0513-2429**

To approve the board meeting dates for the 2013-2014 school year.

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

**OTHER ACTION ITEMS**

**AR#0513-2430** – Intergovernmental Agreement IL AVC Assessment Project.

It was moved by 365 and seconded by ROE to accept the intergovernmental agreement.

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

**AR#0513-2431** – Intergovernmental Agreement with Braidwood Fire Department.

It was moved by 209 and seconded by 365 to accept the intergovernmental agreement.

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

**AR#0513-2432** – Hiring of Support Staff for 2013-2014.

It was moved by ROE and seconded by 255 to hire the following support staff for the 2014 fiscal year with a salary increase of 2%:

Anita Baxter – FT Receptionist/Administrative Assistant (195 days)

Florencio Guzman – FT Custodian

Khadija Mansoor – PT Administrative Assistant

Rick Maurer – PT Auto Service Aide (4 days/wk.)

Hilda McConaughy – FT Early Childhood Aide

Melissa Sieder – FT Tutor (180 days)

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

**AR#0513-2433** – New Hires

It was moved by 209 and seconded by 365 to hire the following staff:

**Temporary Summer Employment**

Bill Adelman – FT Maintenance - \$16/hr.

Stephen Hall – PT Custodian - \$8.25/hr.

Muzamill Mansoor – PT Technology Assistant - \$8.25/hr.

**Part-time Adult CNA Clinical Instructor**

Shirley Milsap - \$31/hr.

**Certified Staff**

Sharon Sillitti – FT CNA/Intro to Health Professions Instructor - \$53,479 – Start Date: 8/14/13

Administration

Julia Ann Oglesby – Assistant Principal for Student Services - \$55,000

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

**AR#0513-2434** – School Maintenance Project Grant Application

It was moved by ROE and seconded by 255 to approve for the asbestos removal project using reserve local funds to meet the matching requirement and execute District Certification Document for the School Maintenance Project Grant.

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

**AR#0513-2435** – Student Handbook Updates for 2013-2014

It was moved by 209 and seconded by 255 to approved the additions and updates to the 2013-2014 Student Handbook: 1. Truancy policy, 2. Release time for religious instruction/observation, 3.Addition of smart phone to list of devices (technological change update), 4. Addition of electronic cigarettes under tobacco products (new product or technology), 5. Full version of student record policy mentioning FERPA (compliance, change in legal requirements), and 6. Update of board member listing and Wilco Administration.

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

**AR#0513-2436** – Amendment to FY13 Joint Agreement Budget.

It was moved by ROE and seconded by 255 to amend the FY13 Joint Agreement Budget as proposed.

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

NEW BUSINESS

Shawn Walsh, Will County Regional Superintendent announced his new Assistant Superintendent, Frank Perucca.

OLD BUSINESS

None

ADJOURNMENT

Vice-President Westfall asked for a motion to adjourn the board meeting. It was moved by ROE and seconded by 255 to adjourn the board meeting at 7:45 pm.

Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

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Vice-President, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE