

WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
December 18, 2018

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, December 18, 2018, at Wilco Area Career Center. Board President Rod Westfall called the meeting to order at 6:04 p.m. and requested the roll to be called.

ROLL CALL

ROE	Dr. Shawn Walsh	present	209U	Mr. Kevin Feeney Ms. Peggy Kunz	present present
255U	Dr. Christine Nelson Christ Cavanaugh Danielle Valiente	present present present	202	Mr. Glenn Wood Mr. Rod Westfall	present present
365U	Dr. James Mitchem Mr. Victor Zack	absent present – arrived 6:10	210	Dr. Mary Ticknor Mr. Gary Gray	present present

PUBLIC PRESENTATIONS/COMMENTS

Don Malec, Criminal Justice Instructor, gave presentation on the ACTE Visions Conference, which was attended by three Wilco teachers and Mrs. Kaufman. Mr. Malec presented an overview of the conference and information shared and said it was the best conference he had attended and they brought home many ideas to share with the other teachers.

PLEDGE OF ALLEGIANCE

CLOSED SESSION

It was moved at 6:20 by 210 and seconded by 255 to move into closed session for the purpose of: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, etc. 5 ILCS 120/2(c)(1).

It was moved at 6:28 by 365 and seconded by 210 to end closed session and return to the regular meeting.

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

AGENDA REVISIONS

None

CONSENT AGENDA ACTION ITEMS

AR#1218-2662

It was moved by ROE and seconded by 255 to approve Consent Agenda items including: **CA1:** Minutes from the previous meetings of November 20, 2018; and **CA2:** Ratify expenditures presented for December, 2018.

Roll call vote: 6 Ayes, 0 Nays, 1 Abstain. Motion carried

ASSISTANT DIRECTOR/PRINCIPAL'S REPORT for November 20, 2018

Bosa Goodale, Assistant Director/Principal

1. Bosa share with the board a handout from Asst. Principal, Julia Oglesby highlighting the number of students with attendance issues and the grade percentages that relate to absences.
2. Mission & Vision – Bosa reported that 100% of formal and informal observations are complete. Bosa also said the mentoring of non-tenured teachers is continuing.
3. School Performance – The new teacher workshop will be at GAVC on December 20th and will be on Diverse Instruction and Assessments Aligning to Curriculum and Instruction. Bosa said she will be sharing ACT Quality Survey results during the professional development teachers. Bosa also discussed the reflection of semester exams and their relationship to student growth.
4. Curriculum – Bosa said in November the Domain 4 Professional Responsibilities was explored with teachers including information about students' individual grades. She also told the board she has an ongoing review of lesson plans. She shared with the board that one teacher is planning an escape room as part of their lesson plans.

EXECUTIVE DIRECTOR'S REPORT for December 18, 2018 Regular Meeting

Elizabeth Kaufman, Executive Director

1. Leadership – Elizabeth told the board there was follow-up on Perkins V training on December 4th at Moraine Valley. She discussed concerns about Perkins regarding targeted programs (high skill, high wage, high demand), the split of Perkins in Illinois between secondary and post-secondary schools and how that will align. Elizabeth sits on the Council for Workforce and she said there is a challenge getting all the areas together of workforce investment, adult education and post-secondary education. The opportunities in the Perkins V language is focus on innovation and opportunity for partnerships to share plans with all aspects of TREES. Elizabeth did meet with Brian Gordon and Neal regarding using Wilco as a CWI testing location since our welding instructor is CWI certified and able to test students and verify certification for CWI. She also told the board we will be having a Stop the Bleed presentation from ISU with training on basic 1st aide.
2. Curriculum – Elizabeth shared the results of the High-Quality CTE Indicators survey. We had 22 instructors take the survey. Teachers had strong disagreements on strengths and areas of growth and the Professional Development Committee will review the Administrative summary. Elizabeth informed the board the region, through TREES will have a literacy workshop with Sandra Adams.
3. Finance – Elizabeth told the board the new teacher laptops have arrived. Also, she explained the reasoning behind her recommendation for the RFP for copiers. Elizabeth also told the board we have not seen an initial payment for CTIG (state grant) for this year yet.
4. Community Relations - Elizabeth told the board about the school-wide 12 Day of Christmas all the classes and all students were encouraged to participate in. The 12 Days involved donations to the Northern Illinois Food Bank, clothing for Good Will, collection of bottle caps (10,000 collected) to go toward making a recycled bottle cap bench for Early Childhood, and also collection of personal care items for residents at the Manteno Veteran's Home. Elizabeth also told the board we hosted visits from Central, South, V-Step and RC Hill this month.

POLICIES

7:220 Self-Administration of Medication to Students – 1st Reading for Amendment

7:160 Student Behavior – 1st Reading for Amendment

5:220 Substitute Teachers – 1st Reading for Amendment

5:320 Support Staff Vacation – 1st Reading for Amendment

5:25 Hiring Process and Criteria – New policy, 1st Reading

RESOLUTIONS

None

OTHER ACTION ITEMS:

AR#1218-2663 – RFP for Copier: Results – It was moved by 365 and seconded by 209 to approved the bid presented by McGrath Office for a 36 month lease on a Savin MP 6503 black and white copier for a monthly fee of \$494.64. The monthly costs included maintenance costs and the paper cut software.

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

AR#1218-2664 – Elizabeth Kaufman Doctoral Research – It was moved by 210 and seconded by 255 for approval for Elizabeth Kaufman to do literacy in CTE research here at Wilco for her doctoral studies. The research will include utilization and assessment of research data.

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

NEW BUSINESS

Strategic Planning Committee members reported they will be working on the Director's goals and performance measures. Elizabeth Kaufman would like to meet with the Calendar committee prior to the next board meeting on January 15th.

ANNOUNCEMENTS / INFORMATION ITEMS

Board President Rod Westfall thanked board member Dr. Christine Nelson for her service on the Wilco Board of Control. This month is Christine's last month on the board. The board presented her with a small gift and had cake to celebrate her after the meeting. Christine's replacement will be Danielle Valiente. Danielle was also present at the meeting and was welcomed by the board.

Elizabeth Kaufman shared information items:

1. Public Buffet - Elizabeth told the board about the upcoming January Public Buffet and its theme of Italian Family Style.
2. ISBE Survey - Elizabeth informed the board the State Board requested a survey be done by a staff member on special education. Julia Oglesby will do the survey.
3. Instructional Days - Elizabeth discussed with the board the idea of instructional days of online school for snow days.
4. Students of the Quarter – Elizabeth pointed out to the board the list of students of the quarter included in their board folders.
5. Upcoming Events – Elizabeth reviewed with the board upcoming events such as

UNFINISHED BUSINESS

None

NEXT MEETING

The next Board of Control meeting will be a regular board meeting to be held Tuesday, January 15, 2019 at 6:00 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 6:59 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

DATE