

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Meeting of the Wilco Board of Control  
December 13, 2011**

**CALL TO ORDER**

The Wilco Board of Control met in Regular Session on Tuesday, December 13, 2011, at Wilco Area Career Center. The meeting was called to order by Board President George Rimbo at 6:34 p.m. Mr. Rimbo asked for the roll to be called.

**ROLL CALL**

ROE	Dr. Jennifer Bertino-Tarrant	absent	209U	Dr. Matt Swick	absent
				Ms. Peggy Kunz	present
255U	Dr. John Butts	absent			
	Mr. Larry Blackburn	present	202	Dr. John Harper	present
				Mr. Rod Westfall	absent
365U	Ms. Brigitta Altmann	present			
	Mr. Ronnie Bull	present- arrived 6:40	210	Dr. Sandy Doebert	present-arrived 6:40
				Mr. George Rimbo	present

**CLOSED SESSION**

President Rimbo asked for a motion to go into closed session at 6:35 p.m. for the reason of: 1. Personnel: Appointment, employment, and compensation of a specific employee(s). It was moved by 255 and seconded by 209 to go into closed session. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

It was moved by 255 and seconded by 365 to end the closed session and return to the open board meeting at 6:38 p.m. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

**AGENDA REVISION**

None

**PUBLIC PRESENT/COMMENTS**

None

**CONSENT AGENDA ACTION ITEMS**

**AR#1211-2360** –It was moved by 255 and seconded by 209 to accept the consent agenda items:

**CA1:** Approval of minutes from the Closed Session and Regular meeting of the Board of Control on November 8, 2011.

**CA2:** Approval of expenditures for payment for December, 2011.

**CA3:** Donation of spot putty (catalog price \$501.20) for the Auto Body program from Arnie's Auto Body, William Munchalfen, 904 Hickory St., Joliet, IL 60435.

**CA4:** Policies for amendment: 2<sup>nd</sup> reading:

Policy #5:240 Job Description: Teacher, amendment to policy, 2<sup>nd</sup> reading.

Policy #5:275 Job Description: Tutor, amendment to policy, 2<sup>nd</sup> reading.

Policy #5:260 Job Description: Student Services Coordinator, amendment to policy, 2<sup>nd</sup> reading.

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

## **ASSISTANT DIRECTOR'S REPORT for December 13, 2011 – Regular Meeting**

Elizabeth Kaufman, Assistant Director

1. Career Readiness Certificate – Elizabeth met with Dan Kridler and Paige and collected information for most of the member schools in preparation for the certificate program.
2. Heavy Equipment – Elizabeth reported the recruitment process is under way with applications due Thursday, Dec. 15<sup>th</sup>. Elizabeth has done a presentation at Coal City and has a field trip planned for Wilmington on Friday. Julia Oglesby has been traveling to the classroom at the Local 150 training facility and working with the students on reading and writing skills.
3. IACTE Conference – Elizabeth is on the Planning Committee and is currently working with ICTA to offer a Common Core presentation to the conference.
4. Intro to Health Professions – Elizabeth had a site visit to TCD and is coordinating with JJC on written objectives for the Medical Term portion of this new course offering. They are also working on the Overview to Professions piece of the course and will begin work on the First Aid component. The course will also include Phlebotomy and CPR.
5. Community Service – Elizabeth shared class/program projects for the holidays with the board: Child Care participated in Toys for Tots, Criminal Justice collected donations for Shop With a Cop, several classes adopted families as part of Morning Star Mission's Angel Tree and also their coat and clothes drive, and HOSA completed a food drive for the Senior Services Center of Joliet.
6. SkillsUSA – Competition at TCD on December 9<sup>th</sup>: 5 programs competed with four placing in the top 3:
  - Criminal Justice – Diana Dake, Romeoville High School
  - EMS – Iyabo Lasis, Bolingbrook High School
  - Early Childhood – Arika Wennberg, Romeoville High School
  - Fire Science – Ryan Fetzer, Romeoville High School

Elizabeth said this was a good practice competition before the state competition in Springfield.

## **DIRECTOR'S REPORT for December 13, 2011 Regular Meeting**

Katrina Plese, Executive Director

1. Retirement – Katrina reminded the board that Culinary Arts Instructor Tracie Tobin will be retiring this month and she commended and thanked her for her service to Wilco and what she has done to improve the program during her time at Wilco.
2. ICTA – Katrina informed the board that Wilco has been approved to pilot the NOCTI skills assessments but has no word on the timeline at this time. She reported that she is also investigating the SkillsUSA assessment, which is \$10 per student member and \$20 for non-member students.
3. NATEF – Katrina told the board that we are working on recertification of the NATEF Collision Repair Program, adding the non-structural certification as well.
4. CIS – Katrina reported to the board that funding for 2011 is in discussion in Springfield. The funding is based on 90% of FY10 paid and 10% based on current enrollments in SIS.

### **POLICIES**

Policy #5:170 – Copyright, New Policy, 1<sup>st</sup> Reading

Policy #5:110 – Student Welfare-Child Abuse, Amendment, 1<sup>st</sup> Reading

Policy #6:40 - Home and Hospital Instruction, Amendment, 1<sup>st</sup> Reading

## RESOLUTIONS

None

## OTHER ACTION ITEMS:

### **AR#1211-2361 – Personnel, Retirement**

It was moved by 255 and seconded by 365 to approve the retirement of Tracie Tobin, Culinary Arts Instructor. The Board wished to express their appreciation for Ms. Tobin's dedication and improvement of the Culinary Arts Program with their acceptance of the resignation.

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

### **AR#1211-2362 – Personnel**

It was moved by 202 and seconded by 255 to hire Nicole Kinzer as a full-time Culinary Arts Instructor at the salary of \$46,308, to be pro-rated.

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

## ANNOUNCEMENTS / INFORMATION ITEMS

- A. Policy Amendments – Katrina reviewed with the board the policies in the agenda for their second reading. The policy update/amendments are being made on job descriptions for Teacher, Tutor, and Student Services Coordinator. The teacher job description amendments were the addition of qualifications, which will align duties to the new evaluation tool once that is complete. The Tutor and Student Services Coordinator amendments include updated qualifications and duties. Katrina also discussed the policies presented for 1<sup>st</sup> reading: 1. Copyright Compliance - a new policy recommended by IASB, 2. Policy #6:40 – Home and Hospital Instruction, to be updated in response to State legislation, and 3. Policy #5:110 – Abused and Neglected Child Reporting, updated to reflect exact statutory language.
- B. Joint Committee for RIF – Katrina pointed out to the board an overview provided in the board packet on the RIF process. The required Joint Committee agreed to no changes to the existing law. She discussed the transition to the 4 rating system. All “satisfactory” ratings will move to the “proficient” rating. The 4 ratings are: Excellent, Proficient, Needs Improvement and Unsatisfactory.
- C. Student of the Month – Katrina reminded the board that the Student of the Month information was in their packet for review.
- D. Upcoming Dates – Katrina shared upcoming events with the Board: ACTE election voting will be until December 19<sup>th</sup>, Holiday break begins December 20<sup>th</sup>, and the Public buffet for January will be January 12<sup>th</sup>.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Dr. Doebert met with Illinois Representative Chapa Lavia who said one of the recommendations to increase efficiency in school was to increase dual credits. Dr. Doebert said at another meeting in South Cook County they discussed the new certification process and its effect on Vocational certifications.

## NEXT MEETING

The next Wilco Board meeting will be Tuesday, January 10, 2012 at 6:30 p.m.

ADJOURNMENT

President George Rimbo asked for a motion to adjourn the board meeting. It was moved by 255 and seconded by 202 to adjourn the board meeting at 7:02 pm.  
Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

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President Pro-tem, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE