

**WILCO AREA CAREER CENTER
MINUTES
of the
Public Hearing of the Wilco Board of Control
August 19, 2025**

CALL TO ORDER

The Wilco Board of Control met for a Public Hearing on Tuesday, August 19, 2025, at Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:12 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	present		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			

PRESENTATION

The proposed budget for the fiscal year 2025-2026 budget was presented and reviewed by Elizabeth Kaufman, Executive Director.

PUBLIC PRESENT/COMMENTS

None

ADJOURNMENT

Board President, Rod Westfall asked for a motion to adjourn the Public Hearing. It was moved by 210 and seconded by 209 to adjourn the public hearing at 6:22 p.m.

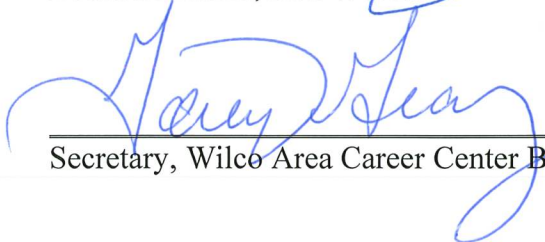
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED



Board President, Rod Westfall

DATE



Secretary, Wilco Area Career Center Board of Control



DATE

WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
August 19, 2025

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on August 19, 2025, at Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:22 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
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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 255 to go into closed session at 6:24 p.m.

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

Motion was made by ROE and seconded by 365 to end the closed session at 6:29 p.m.

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

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

- Thank you from Sherry Harris

CONSENT AGENDA

It was moved by 209 and seconded by 210 to approve the Consent Agenda **#0825-2843** as presented:

- CA1** – Minutes from previous meetings, June 10, 2025
- CA2** – Expenditures Presented for Ratification for June, 2025
- CA3** – Expenditures Presented for Ratification for July, 2025
- CA4** – Expenditures Presented for Ratification for August, 2025
- CA5** – Personnel: Hiring, Resignations, Dismissal, and Retirement

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

ACTION ITEMS:

AR#0825-3037 – It was moved by 365 and seconded by 255 to approve of the FY26 Budget as presented.

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

AR#0825-3038 – It was moved by 210 and seconded by 209 to approve of a two-year contract for Jeannine Marco

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

AR#0825-3039 – It was moved by 255 and seconded by 365 to approve of Nick Moran as Mentor for Wilco Area Career Center

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

AR#0825-3040– It was moved by 365 and seconded by 255 to approve for Alicia Cook to apply to the ACTE Fellowship program

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

ASST. PRINCIPAL REPORT for August 19, 2025 - Regular Meeting

Jeannine Marco, Asst. Principal

Safety

- Instituted No Cell phone policy in all classrooms- purchased additional cell phone lockers for classrooms
- Created signage to reflect dress code policy; reinforcing handbook
- Created bathroom signage reflecting law violation for use of vapes

Service to Community

- Scheduled 3 blood drives w/first in September to achieve the 500.00 scholarship from Versiti
- HOSA monthly service projects schedule created to include: Trunk or Treat, Project Cure and Manteno VA Home Bingo

JJC Registration

- New Dual enrollment registration began last week (deadline Aug 31st for Fall courses)
- Accuplacer Prerequisite Placement testing- Fire Science and Law
- Began collecting SAT score reports for Fire Science and Law students to meet prerequisites-need assistance from home schools as students unsure how to access College Board
- Partnered with JJC dual enrollment specialist to establish onsite student helpdesk during the last week of Dual enrollment

ASST. DIR./PRINCIPAL REPORT for August 19, 2025 - Regular Meeting

Dr. Alicia Cook, Asst. Dir./Principal

Professional Development

SkillsUSA National Competition

- Successful trip to Atlanta, GA.
- Daniel Janusz (Law Enforcement) placed 9th nationally.

Summer Internships

AIM

- 4 at Constellation Energy Plant
- 1 at WeatherTech

CED

- 3 Students
- End of Year Celebration

New School Year Preparation

- Streamlined teacher processes and workflows.
- Aligned student exit survey data with literature roundtable planning.
- Used teacher evaluations to guide professional development priorities.

Staff Development Kickoff

- Two-day training for new/nearly new teachers, including a mentoring program.
- First-day PD for all staff
 - Stop the Bleed training
 - CPR certification
 - Violent critical incident response
 - Key operational and instructional updates

EXECUTIVE DIRECTOR'S REPORT for August 19, 2025 - Regular Meeting

Dr. Elizabeth Kaufman, Executive Director

Curriculum

- Implemented new text in Law Enforcement per dual credit
- Implemented new CISCO academy course per dual credit in Computer Technology
- Revised Vet Assisting curriculum in alignment with JJC
- Revised Early Childhood curriculum in alignment with JJC
- Proposed the creation of a Finance Academy to JJC

Leadership

- Attended and presented at the ICTA Back to School Retreat
- Agreed to a Second term as IACTE Secretary
- Hired four new instructors for Law Enforcement, Construction, CNA, and Medical Assisting

Finance and Facilities

- Submitted two DCEO grants
- Added additional fencing to playground
- Constructed outside educational space for Welding, Construction, Law Enforcement and Early Childhood
- Completed inspections of lifts, ansele systems in Culinary, and fire systems
- Installed wall HVAC units to Fire Science
- Prepared classrooms for the start of school

Public Relations

- Set date for Wilco Fall Open House: September 11th
- Sent welcome letters to dual credit students
- Hosted four CNA parent meetings
- Recruited staff for Curriculum Nights at Feeder Schools: attended RHS and BHS

INFORMATION ITEMS

- Will County Workforce Center Approval Letter
- JJC MOU
- Wilco Open House Flyer
- Wilco Enrollment (*in folder*)

NEW BUSINESS

OLD BUSINESS

ANNOUNCEMENTS

President Rod Westfall announced the next regular board meeting will be held Tuesday, September 16, 2025, at 6:00 p.m. at Wilco.

ADJOURNMENT

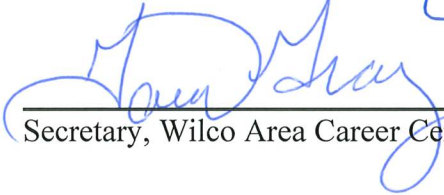
President Rod Westfall asked for a motion to adjourn the board meeting. It was moved by **209** and seconded by **255** to adjourn the board meeting at 6:53pm.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED



President, Wilco Area Career Center Board of Control



Secretary, Wilco Area Career Center Board of Control

DATE

9/16/25

DATE