

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
April 15, 2025**

**CALL TO ORDER**

The Wilco Board of Control met for a regular meeting on April 15, 2025, at Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:02 p.m. and requested the roll to be called.

**ROLL CALL**

ROE	Dr. Lisa Caparelli	absent	209U	Mr. Kevin Feeney	absent
	Dr. John Sparlin	absent		Ms. Peggy Kunz	present
				Mr. Matt Swick	present
255U	Ms. Danielle Valiente	absent	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
	Mr. Victor Zack	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) 2. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes. of employees. 5 ILCS 120/2(c)(2).

It was moved by 255 and seconded by 365 to go into closed session at 6:03 p.m.

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

Motion was made by 209 and seconded by 365 to end the closed session at 6:20 p.m.

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

**PLEDGE OF ALLEGIANCE**

**AGENDA REVISIONS**

**PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION**

The Thank You card from the Family of Elizabeth & Doug Kaufman for the plant and sympathy card.

**RESOLUTIONS**

**CONSENT AGENDA**

It was moved by 209 and seconded by 255 to approve the Consent Agenda #0425-2840 as presented:

**CA1.** Approval of minutes from the previous board meeting on March 18, 2025.

**CA2.** Expenditures as presented for payment for April 2025.

**CA3.** Personnel: Hiring & Reassignment-PT Custodian Saul Enriquez @ \$20/hr., rehire Christina Lynch for 90 days at 6.5 hrs. for EMT at her contractual rate prorated for the reduced time and reassignment of Nancy Evans from Medical Assistant Instructor to being the Lead Clinical CNA Instructor.

**CA4.** Donations: Lockport Fire Dept donated: 5 Adult Manikins, 4 AED Trainers with 7 trainer masks & 6 keychain masks with an est. value of \$300.00.

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

**ACTION ITEMS:**

**AR#0425-3027** – It was moved by 365 and seconded by 210 the approval of ongoing support of the Wilco Intergovernmental Agreement for the FY26 School Year.

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

**ASSISTANT PRINCIPAL REPORT for April 15, 2025 – Regular Meeting**

Jeannine Marco, Asst. Principal

Mrs. Marco shared the highlights from Student Services listed below:

**Attendance**

- Issued 56 attendance contracts for student who have missed greater than 10 day; 10% increase from previous month

**Academic Contracts**

- 1 EMS students at risk for certification completion due to grades
- 5 CNA students at risk for certification completion due to grades/attendance

**Discipline**

- Behavior Contracts-2
- Referrals-13  
Late arrival/Unauthorized driving/Vaping/Contraband possession

**Leadership**

- Applied to become an Accuplacer Placement Testing Site

**Dual Credit**

- Attended JJC Dual Enrollment Advisory
- Attended JJC Accuplacer Pilot for high schools
- Secured two fall on site Accuplacer testing dates:8/19/25, 10/7/25
  - Programs w prerequisite score requirements-8/19/25- Business/BUS111; Criminal Justice/LENF10; Fire Science/FSCI101
  - Programs w prerequisite score requirements-10/7/25-Fire Science/EMS 101; Criminal Justice/Spring/LENF103

**Community Service**

- 2025-26 Scheduled Versiti Blood Drives sponsored by HOSA: 9/9, 12/3. 3/10

**ASST. DIR./PRINCIPAL REPORT for April 15, 2025 - Regular Meeting**

Dr. Alicia Cook, Asst. Dir./Principal

Dr. Cook shared the highlights on the areas below:

**Professional Development**

- CNAE Conference
- Met with Will County ROE for Staff PD Opportunities

**Leadership – Attended**

- DuCap Community Meeting
- JJC Advisory Council Meeting

**ASST. DIR./PRINCIPAL REPORT for April 15, 2025 - Regular Meeting**

Dr. Alicia Cook, Asst. Dir./Principal

*continued*

**Student Professional Learning/Career Exploration Experience**

- Health, Vet, And Human Services Expo
  - 44 community/Vendors attended
  - Over 700 Students Benefitted
- Guest Speakers/Field Trips
  - Auto Tech
    - National Guard
    - BMW
  - JJC Thrive Tour
  - Pathways to Professional Career Expo 2025 - Business & Computer Tech

**Student Activities**

- FCCLA Competition
  - Baking/Pastry Competition
  - State - Early Childhood & Culinary

**Student Achievements**

Grade	Number of Students	Percentage of Student Population
A	435	34%
B	483	37%
C	271	21%
D	72	6%
F	29	2%

**EXECUTIVE DIRECTOR'S REPORT for April 15, 2025 - Regular Meeting**

Elizabeth Kaufman, Executive Director

**Curriculum**

- Dr. Kaufman explored Pet First Aid Options for student certification.
- Dr. Kaufman held ongoing conversations with JJC about the Finance Academy at North Campus.
- Dr. Kaufman visited LaSalle Peru Career Center for the first time.
- Dr. Kaufman shared a tentative list of Pathway Endorsement Eligible students have been sent to each district.
- Dr. Kaufman confirmed the College and Career Readiness Indicators have been sent to each district.

**Leadership**

- Dr. Kaufman attended a meeting with SkillsUSA to discuss how to increase the affordability of participation in the organization.
- Dr. Kaufman attended the Will County by Numbers presentation hosted by the CED.
- Dr. Kaufman confirmed important dates with each district with upcoming events.

## **EXECUTIVE DIRECTOR'S REPORT for April 15, 2025 - Regular Meeting**

Elizabeth Kaufman, Executive Director

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### **Public Relations**

- Dr. Kaufman planned the Spring Open House for 24-25 students.
- Dr. Kaufman shared Wilco Health Science Programs held the second Spring Career Fair.
- Dr. Kaufman shared Mrs. Harris began working on materials for our 50<sup>th</sup> Anniversary in 2026.
- Dr. Kaufman shared Wilco hosted the Romeoville Pump class during Spring Break.

### **Finance and Facilities**

- Dr. Kaufman assessed staffing for the upcoming school year and posted for positions.
- Dr. Kaufman shared Wilco retained service for the repair of the Fire Panel due to electrical storm damage.
- Dr. Kaufman and Mr. Ramirez have assessed the Current Budget for an Amendment.
- Dr. Kaufman shared the 3rd Negotiation meeting was held with the Union.
- Dr. Kaufman completed and submitted the EV Automotive Grant.

### **INFORMATION ITEMS**

- Wilco Enrollment
- Scholarship List
- National Technical Honor Society List
- CTEI Increase Wishlist

### **NEW BUSINESS**

### **OLD BUSINESS**

### **ANNOUNCEMENTS**

President Rod Westfall announced the next regular board meeting will be held Tuesday, May 20, 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 **365** and seconded by **209** to adjourn the board meeting at 6:45 pm.

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

### **APPROVED**

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President, Wilco Area Career Center Board of Control

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DATE

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Secretary, Wilco Area Career Center Board of Control

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DATE