

WILCO AREA CAREER CENTER  
**MINUTES**  
**of the**  
**Regular Meeting of the Wilco Board of Control**  
**August 17, 2021**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, August 17, 2021, 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. Shawn Walsh	present	209U	Mr. Kevin Feeney	present-late @ 6:25 p.m
				Ms. Peggy Kunz	present-late @ 6:25 p.m
255U	Ms. Danielle Valiente	present	202	Dr. Glenn Wood	present
	Mr. Chris Cavanaugh	present		Mr. Rod Westfall	present
365U	Ms. Tammi Conn	present	210	Tina Malak	present
	Mr. Victor Zack	present		Mr. Gary Gray	present

President Westfall appointed Glenn Wood as secretary pro-tem as his physical presence enables him to take closed session minutes and sign the previous month's minutes.

CLOSED SESSION

President 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. Discussion of minutes of meetings lawfully closed, semi-Annual review – Section 2.06 5 ILCS 120/2(c)(21). It was moved by 202 and seconded by ROE to go into closed session at 6:11 pm. Roll call vote: 5 Ayes, 0 Nays, 0 Abstain. Motion carried

Motion was made by 365 and seconded by 210 to end closed session at 6:21 p.m.

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

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

None

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

CONSENT AGENDA

It was moved by ROE and seconded by 255 to approve the Consent Agenda as presented: **CA1.** Approval of minutes from the previous special board meeting on June 22, 2021 **CA2.** Expenditures presented for payment for June, 2021 **CA3.** Expenditures for payment for July, 2021 **CA4.** Expenditures for payment for August, 2021, **CA5.** Personal-Resignations & Hiring

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

## EXECUTIVE DIRECTOR'S REPORT for August 17, 2021 - Regular Meeting

Elizabeth Kaufman, Executive Director

### 1. Finance and Facilities

- Elizabeth reported the FY 22 Budget. Wilco continues to work from a Balanced Budget even with the decrease in enrollment. The tuition at Wilco has remained stable for the past five years.
- Elizabeth shared with the board Wilco's ESSER III is at \$197,127.00.
- Elizabeth explained the DiscGolfPark Quote; sharing the plan to develop 9 holes of Disc Golf course with a complete solution including professional course design, drawing maps and course equipment.
- Elizabeth reported the upcoming plans to install the Roof Top HVAC unit.
- Elizabeth reported the completion of the Black Top Surfacing project to the board.

### 2. Curriculum

- Elizabeth assured the board we are continuing to work on the EMT course for the upcoming year. Also, implementing Vet Assistant II, Exploration of Dispatch Program, as well as Business Management.

### 3. Leadership

- Elizabeth has completed the Draft of the Back to School Plan dated 8/13/21 providing Student guidelines for Quarantine, Vaccination information, Testing, PPE, as well as coordinating with feeder schools on students with food insecurities.
- Elizabeth shared she is excited to attend the Back to School Retreat with ICTA/ISBE.

### 4. Public Relations

- Elizabeth shared information on the Give Back partnership that empowers students by helping them set clear goals, lay a sound academic foundation, and explore career pathways while still in high school.
- Elizabeth reported the C.N.A. Open House was well attended and the students are excited for the start of in person classes at the Center.
- Elizabeth shared with the board our partnership with Aunt Martha's is providing free physicals as well as the COVID-19 vaccine.

### OTHER ACTION ITEMS:

It was moved by 365 and seconded by 209 to approve the following Action Item:

#### **AR#0821-2801: 2021 2021-2022 Budget**

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

It was moved by 210 and seconded by 255 to approve the following Action Item:

#### **AR#0821-2802: ARP ESSER III Plan use of Funds Plan**

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

It was moved by 255 and seconded by 209 to approve the following Action Item:

#### **AR#0821-2803: Safe Return to In-Person Instruction & Continuity of Services Plan**

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

It was moved by 202 and seconded by 365 to approve the following Action Item:

#### **AR#0821-2804: Updated Fees reflecting changes in Student Organization Costs**

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

It was moved by ROE and seconded by 210 to approve the following Action Item:

**AR#0821-2805: Retainment of Chapman & Cutler for Bond Counsel**

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

It was moved by 365 and seconded by 209 to approve the following Action Item:

**AR#0821-2806: Increase substitute pay \$125/day (non-program related) and \$150/day (program related)**

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

It was moved by 255 and seconded by 202 to approve the following Action Item:

**AR#0821-2807: Semi-Annual Review of Closed Session Minutes and Tapes** – approval to destroy any tapes older than 18 months and to keep closed all previous closed session minutes.

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

It was moved by ROE and seconded by 210 to approve the following Action Item:

**AR#0821-2808: Automotive Service Excellence (ASE) Entry-Level Certification Program**

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

NEW BUSINESS

Worked based Learning Tracking

- (Tammi Conn) provided a handout for SeamlessWBL.com Features & Pricing. This resource will help guide districts with choosing what feature will best serve them.

School to Apprenticeship

- Elizabeth reported Wilco wants to improve placement of students by refocusing program to add placement.

ANNOUNCEMENTS

President Westfall announced the next regular board meeting will be held Tuesday, September 21, 2021 at 6:00 p.m. at Wilco.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by ROE to adjourn the board meeting at 6:54 pm.

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

APPROVED

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President, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Secretary, Wilco Area Career Center Board of Control

\_\_\_\_\_  
DATE