

WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
November 18, 2025

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on November 18, 2025, at Wilco Area Career Center. Board President, Rod Westfall was present and called the meeting to order at 6:24 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	absent		Mr. Rod Westfall	present
	Mr. Mark Mitchell	absent			
365U	Ms. Tammi Conn	absent	210	Ms. Tina Malak	absent
	Ms. Vickie Sutterlin	present		Mr. Gary Gray	present
	Dr. Theresa Polson	present			

CLOSED SESSION

PLEDGE OF ALLEGIANCE

AGENDA REVISIONS

PUBLIC PRESENTATIONS/COMMENTS/COMMUNICATION

POLICIES

CONSENT AGENDA

It was moved by ROE and seconded by 365 to approve the Consent Agenda #1125-2846 as presented:

CA1 – Minutes from previous meeting, October 21, 2025

CA2 – Expenditures Presented for Payment for November, 2025

CA3 – Personnel: Hiring

CA4 – Donations

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

ACTION ITEMS:

AR#1125-3050 – It was moved by 210 and seconded by 365 to approve the 25-26 snow removal rate

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

AR#1125-3051– It was moved by 209 and seconded by 255 to approve the bid for the Early Childhood HVAC work

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

ASST. PRINCIPAL REPORT for November 18, 2025 - Regular Meeting

Jeannine Marco, Asst Principal

Student Safety

- Bullying/Harassment Prevention-2 complaints
- Referrals -22 behavioral; unauthorized driving-3
- Contracts
 - Wilco General Attendance contracts (greater than 10 absences)- 78
 - Traditional CNA Academic (not meeting 80% in assessments)- 3; Attendance Contracts-1
 - Accel CNA Academic (not meeting 80% in assessments) – 4: Attendance Contracts- 1

Service to Community

- HOSA
 - Upcoming Blood Drive Dec 4th
- Oct-Mental Health Awareness Month
 - Sponsored a mental health awareness survey; Second session intro to health rewarded with a treat for the most participants

Dual Credit

- SAT scores and student transcripts for registration for COD HLTHS 1110 Biomedical Terminology
- Completed registration for JJC full year courses
- Began College of Dupage registration for upcoming semester 2 courses
 - HLTHS1110, SURGT1000, CSPD1111, HLTHS 1100, CRIMJ1145
- Dec 2 -JJC Accuplacer Test on-site for ENG103-Must meet prerequisite of ENG101

ASST. DIR./PRINCIPAL REPORT for November 18, 2025 - Regular Meeting

Alicia Cook, Asst. Dir./Principal

Professional Development

- Moving to Danielson 2022 - Domain 2: Learning Environment
- Assistant Director Meeting
- Use of Higher-Level Questioning Techniques Through Educational Gamification

Student Professional Learning/Career Exploration Experience

- Site Visit Field Trips
 - Romeoville Police Station - Law Enforcement & Policing
 - Manufacturing Day at JJC - Construction & Welding
 - Chef for a Day - Culinary
- Guest Speakers- Trusted Journey - Vet Assist

Program Certifications

- CPR Training - Early Childhood, Fire Science
- ServSafe Certification

School & Community

- Attended Reed-Custer College/Career Fair
- Trunk or Treat - Hosa Volunteering
- Counselor Breakfast
- Pumpkin Carving Event - FFA
- Four Middle School Tours

Assistant Director's Report Continued

Grade Distributions as of November 12, 2025

<u>Grade Number of Students Percentage of Student Population</u>		
A	618	44%
B	462	35%
C	222	17%
D	71	5%
F	39	3%

The collected academic data offers a valuable mid-semester performance snapshot. Continuous analysis of this information will inform the refinement of our pedagogical strategies and ensure the provision of targeted interventions necessary for comprehensive student success throughout the remainder of the semester.

EXECUTIVE DIRECTOR'S REPORT for November 18, 2025 - Regular Meeting

Elizabeth Kaufman, Executive Director

Leadership

- Attended Dual Credit Advisory Meeting
- Met with Village of Romeoville Officials
- Presented information to Counselors
- Submitted Quality Program Data to TREES

Curriculum

- Met with Automotive team to work on EV Grant Requirements
- Completed enrollment of year long dual credit students
- Fire Science and EMS met with JJC to reestablish the dual credit partnership for EMS

Finance and Facilities

- Construction students worked on the disc golf course pouring pads
- Installed a new shed for storage
- Opened bids for the Early Childhood HVAC project
- Worked with architect on Electrical and Bathroom projects

Public Relations

- Hosted tour for Ira Jones, Humphrey, AVM and Brooks
- Staff attended fairs at Plainfield South and Romeoville
- Attended Wilmington Parent/Teacher Conferences
- Created banners for our 50 Year Celebration

INFORMATION ITEMS

- Budget Amendment
- Board of Higher Education Approval
- Why middle school is 'an ideal time' to invest in CTE
- FFA Newsletter
- Student of the Quarter List
- Q1 Perfect Attendance

NEW BUSINESS

- Move the June Board Meeting to June 9th or 23rd to avoid conflict with the ACTE Region III Conference, June 15th to 17th.

OLD BUSINESS

ANNOUNCEMENTS

President Rod Westfall announced the next regular board meeting will be held Tuesday, December 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 **210** and seconded by **ROE** to adjourn the board meeting at 6:37 pm.

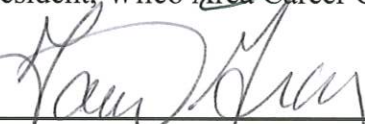
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED



President, Wilco Area Career Center Board of Control

DATE



Secretary, Wilco Area Career Center Board of Control

DATE

12-16-25