

**WILCO AREA CAREER CENTER  
MINUTES  
of the  
Regular Meeting of the Wilco Board of Control  
December 16, 2014**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, December 16, 2014, at Wilco Area Career Center. The meeting was called to order by President Rod Westfall at 6:30 p.m. Mr. Westfall requested the roll to be called.

ROLL CALL

ROE Mr. Shawn Walsh	present	209U Dr. Matt Swick	present
		Ms. Peggy Kunz	absent
255U Ms. Christine Nelson	present		
Mr. Larry Blackburn	present	202 Mr. Glenn Wood	present
		Mr. Rod Westfall	present
365U Dr. James Mitchem	absent		
Mr. Daniel Falese	absent	210 Dr. Mary Ticknor	present
		Ms. Bev Marzec	absent

AGENDA REVISIONS

None

PUBLIC COMMENTS

None

CONSENT AGENDA ACTION ITEMS

**AR#1214-2492** –It was moved by 255 and seconded by 210 to accept the minutes from the previous meeting, November 13, 2014, approve expenditures for December, 2014 and accept the donation for the Auto Service Program of a 1996 Chrysler Sebring convertible from David and Caitlyn Hayes, 5610 Sierra Highlands Dr., Plainfield, IL 60586.

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

Mr. Westfall asked for a motion to appoint Christine Nelson, Dist. 255U as Secretary Pro-tem for the meeting. So motioned by 202, seconded by 209.

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

**ASSISTANT PRINCIPAL’S REPORT for December 16, 2014 Regular Meeting**

Julia Ann Oglesby, Assistant Principal for Student Services

1. Julia presented the board with a handout showing Academic Interventions, Action plans, Contracts and students not returning (both December graduations and drops). She also reviewed referrals and broke them down by month and type. Phone use is the highest % of referrals with 42%.

## **ASSISTANT DIRECTOR'S REPORT for December 16, 2014 Regular Meeting**

Elizabeth Kaufman, Assistant Director

1. **Dual Credit** – Elizabeth informed the board she had a meeting at JJC regarding Teacher Credentials and Compass testing. She said the work is on-going with JJC to find something that will work for dual credit.
2. **Community Service** – Elizabeth reported to the board that the students, teachers and staff were busy with community service in December involved with donations to: the Police Benevolence Fund, Salvation Army, Toys for Tots, Morning Star Mission, Scholastic Pajama Drive, and Cornerstone Clothing and Canned Goods Drive.
3. **Professional Development** – Elizabeth told the board about a Special Education series: Graphic Organizers which was presented by Student Services for the staff. There have also been monthly Danielson Introduction on Questioning Techniques and there will be an in-service in January on Assessment for staff.
4. **Semester Projects** – Elizabeth listed for the board some projects for the semester from various programs: Chef Biographies in Culinary, Menu planning in Early Childhood I, Case Studies in Early Childhood II, Tray Presentation in CNA with math calculation of liquid intake, Criminal Justice interviews and letter writing, EMS practicals, and the customization of a golf cart for Bolingbrook H.S. Baseball for the Auto Body II program.
5. **Staff Team Building** – Special team building activities for December for the staff were: 12 Days of Christmas themed secret elves, a staff potluck and the holiday party.
6. **Holiday Door Contest** – Elizabeth shared with the board the winners of the class/session winners of the Holiday Door Contest: Culinary Arts, 1<sup>st</sup> Session, Game Design, 2<sup>nd</sup> Session, and Early Childhood, 3<sup>rd</sup> Session.

## **DIRECTOR'S REPORT for December 16, 2014 Regular Meeting**

Katrina Plese, Executive Director

1. **Finances** – Katrina reported that the Finance Committee meeting has been re-scheduled to next month. It will be held 1 hr. prior to the board meeting. On the agenda: Master Budget, Tuition, and the impact of potential TRS cost shift.
2. **Policy Review** – Katrina reviewed the policies included in the board packet. New policy, 4:05 is required by the Identity Protection Act, Current policy 5:10, EEOC is being amended to update to press policy content, and also updates to policy 5:140 to make current with press policy content. Mary Ticknor recommended amending policy 5:10, under eligibility, #1, to change the word “or” to “and”.
3. **Wilco Demographics** – Katrina provided the board with an updated demographic handout for students attending Wilco.
4. **CTEI Fact Sheet** – Katrina also distributed to the board a fact sheet on CTEI. Shawn Walsh said Will County will become an NCRC employer.

### **RESOLUTIONS**

None

### **POLICIES**

Policy # 4.05, Operational Services, new policy, 1<sup>st</sup> reading

Policy # 5:10, EEO & Minority Recruitment, amendment to current policy, 1<sup>st</sup> reading

Policy # 5:140 FMLA, amendment to current policy, 1<sup>st</sup> reading

OTHER ACTION ITEMS:

**AR#1214-2493 – Will County Transportation Consortium**

It was moved by ROE and seconded by 255 to approve the agreement with the Will County Consortium for transportation employee drug testing services.

Roll call vote 5 Aye 0 Nay 0 Abstain Motion carried

ANNOUNCEMENTS / INFORMATION ITEMS

- A. NATEF Compliance – Katrina included in the board packet the letter from NATEF confirming the compliance mid-point review for the Auto Body program. The letter also outlines requirements for accreditation in 2.5 years.
- B. Construction Update– Katrina updated the board on the entry-way construction. The hardware did not pass inspection. We are still waiting on a schedule from the contractor.
- C. School Maintenance Project – Katrina reminded the board that the project was under Budgeted, therefore, the school is required to send back excess funds in the amount of \$4,450, which was included in the monthly bill list in the board packet.
- D. 4<sup>th</sup> Year Math Proposal – Katrina requested of the board thoughts and recommendations on HB 5621, which would make changes to high school math requirements: 1. All 3 years of math must be taken during high school, cannot count Algebra taken in middle school, 2. Must complete a math course during final year of high school (does not specify type of math). Katrina asked the board to go back to their boards and administrators to get input on what they would like to see and if there is a compromise to this language or is the new bill language satisfactory?
- E. Students of the Month – Katrina reminded the board that the Students of the Month list is included in their board packet.

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, January 13, 2015 at 6:30 p.m. The Finance Committee will be 1 hr. prior to the board meeting.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by ROE and seconded by 255 to adjourn the board meeting at 6:56 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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE