

**WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
February 16, 2016**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, February 16, 2016, at Wilco Area Career Center. The meeting was called to order by President Pro-tem, Glenn Wood at 6:02 p.m. Mr. Wood requested the roll to be called.

ROLL CALL

ROE	Dr. Shawn Walsh	present	209U	Dr. Matt Swick	present
				Ms. Peggy Kunz	present
255U	Dr. Christine Nelson	absent			
	Mr. Jesse Morris	present	202	Mr. Glenn Wood	present
				Mr. Rod Westfall	absent
365U	Dr. James Mitchem	present			
	Mr. Daniel Falese	absent	210	Dr. Mary Ticknor	absent
				Mr. Gary Gray	present

PLEDGE OF ALLEGIANCE

PRESENTATIONS – Pres. Pro-tem, Glenn Wood asked to move the Public Presentations prior to the Closed Session.

1. Don Malec, Criminal Justice Instructor for Wilco and Wilco students who are in the National Guard reported to the board about the award Wilco received from the National Guard. Students Adrian Flores and Sarah Smith spoke to the board about their experience with the National Guard and their Criminal Justice class at Wilco. Mr. Malec also brought the Minuteman statue Wilco was awarded.

2. Frederick Quinn representatives John Eallonardo and Fred Murano (Chief Estimator) reported to the board on current activities on the upcoming construction and the timeline for some of the bids. They suggested the board adopt a resolution allowing Director, Katrina Plese, and/or Rod Westfall to approve contracts before the next board meeting after bids are reviewed. The concern was items needing to be ordered that have a long lead time may need to be ordered before the next board meeting.

CLOSED SESSION

It was moved at 6:34 p.m. by 210 and Seconded by ROE to move into closed session for the purpose of: 1. Appointment, employment, etc. of employees, and 2. Discussion of minutes of meetings lawfully closed, semi-annual review.

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

It was moved by 255 and seconded by ROE to return to regular session at 6:37 p.m.

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

CONSENT AGENDA ACTION ITEMS

AR#0216-2542 –

It was moved by 365 and seconded by 209 approve the consent agenda including; CA1: Minutes from the previous meetings from January 19, 2016, CA2: Expenditures presented for payment for February 2016, CA3: Overnight stay for HOSA Conference, CA4: Resignation of Nance Budde, CNA Instructor and retirement of Sue Ardolino, CNA Instructor, both effective at the end of the 2016 school year, CA5: Semi-annual review of closed session minutes from the last 6 months (July 2015 – December 2015) to remain closed and closed session tapes older than 18 months (January 2014 – July 2014) to be destroyed, CA6: donation of a stackable washer/dryer from Jay Plese, 808 Wildcat Court, Wilmington, IL, 60481.

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

RESOLUTIONS

None

ASSISTANT PRINCIPAL'S REPORT for February 16, 2016 Regular Meeting

Julia Ann Oglesby, Asst. Principal for Student Services

1. Julia reported to the board she attended the "Pathways to Success" 2016 Transition Fair at Lemont High School on January 27th. Lemont is looking to send secondary transition students to Wilco for the 2016-17 school year.
2. Julia told the board on January 28th Jessica Hoag, Lemont Special Education Transition Specialist, brought about 20 students to Wilco for a tour. Ms. Hoag stated the students were very excited about taking Wilco classes. Julia said they will work with Lemont to discuss if Wilco can be a meaningful and appropriate choice for those students.
3. Julia informed the board Elizabeth Zucker, Wilco Tutor, attended the Bolingbrook High School Career Fair on February 11th as Wilco's representative.
4. Julia said attendance contracts have been sent to remind students to be responsible with attendance. Wilco will shortly be sending out the second batch of monthly progress monitors for the second semester. Interventions and support is already being provided. The goal is to have all students earn their credits here at Wilco and do their very best.

ASSISTANT DIRECTOR'S REPORT for February 16, 2016 Regular Meeting

Elizabeth Kaufman, Assistant Director

1. Danielson – Elizabeth updated the board on Danielson training. She and Julia are working on the last of the 2nd formal observations and summative evaluations. Elizabeth has been sharing information about the program with the staff concerning Marketing and Parent Engagement.
2. School Visits – Elizabeth thanked Plainfield East and Romeoville High for having Wilco involved in their Step Up nights. She said they were also involved in Lemont's Special Education night. Wilco is expecting a school visit from RC Hill on February 11th.
3. Local 150 Applications – Elizabeth reported we have 16 applications so far for the 2016-2017 Heavy Equipment Program.
4. Assessment Pilot – Elizabeth informed the board the mid-point progress has been completed
5. Student Organizations' State Conferences – Elizabeth told the board FCCLA students participated in regionals and received 3 first places, 3 second places and 3 thirds. They will now head to Springfield April 1 for state contest. HOSA students will be taking qualifying exams beginning next week for their State Leadership Conference in March. SkillsUSA students will take their qualifying exam next week also for the State conference April 23 – 25th.

6. Curriculum Work – Elizabeth informed the board the teacher institute on February 26th will consist of training in Google Docs (Mapping Process) and will also consist of afternoon business visits by the teachers.

DIRECTOR'S REPORT for February 16, 2016 Regular Meeting

Katrina Plese, Executive Director

1. Director Absence – Katrina discussed with the board her upcoming surgery and time off. She assured the board the staff is prepared to handle any situation that arises and thanked the Board for their thoughts and prayers.
2. Finances – Katrina updated revenue reports: tuition is at 86% paid, we received a CTEI payment of \$49,000, and a payment from Perkins for \$22,000 which brings Perkins revenue to 65%.
3. Retirement/Resignation – Katrina discussed with the board the retirement of Sue Ardolino and the resignation of Nance Budde at the end of the school term. She told the board she appreciated all they have done to strengthen the CNA program at Wilco during their time here.
4. 2016-2017 Calendar – Katrina pointed out to the board one change on the proposed calendar, the change in wording of “spring holiday” to Good Friday.
5. Construction/Financing – Katrina discussed the board authorizing the Director/President to enter into contracts as long as they are consistent with the budget. She also discussed Builders Risk Insurance. She told the board Gallagher (our insurance provider) will provide a quote and we will be presenting it for approval at the March meeting. Bonds - will be determined bank qualified or not by the 3rd or 4th week of March when there will be a rating call. Any district issuing bonds in excess of \$10 million, including your portion of the Wilco project, will affect this qualification. The initial information submitted has been forwarded to Stifel. Katrina requested from the board to let her know if there was any change.
6. Depository – First Midwest is our depository institution and Katrina told the board we are restructuring accounts – moving money from Money Market to Super NOW account. This eliminates fees and the restriction on the number of withdrawals per month. It earns .09% interest. This is fully collateralized with a third party agreement – Bank of New York. First Midwest Bank needs officer signatures to update their records.
7. Bond Proceeds – Katrina said she is researching our options and has met with First Midwest Bank. Proceeds will be put in a separate account through First Midwest Bank (new capital project account that is not comingled with our operating account - .09% and no fees). Katrina has a meeting scheduled with PMA Financial after her return. She is currently seeing SDA rates at .30%. BMO is putting together a proposal also. The PMA funds would transfer into an account with BMO. Previous project – IL funds – ACH goes into the regular checking account.

OTHER ACTION ITEMS:

AR#0216-2543 – 2016-2017 Calendar

It was moved by ROE and seconded by 210 to approve the proposed calendar for the 2016-2017 school year.

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

UNFINISHED BUSINESS

President Pro-tem Wood mentioned board President Rod Westfall had emailed the board the Director evaluations and reminded the board they are due back to Rod by March 15th.

NEW BUSINESS

None

ANNOUNCEMENTS / INFORMATION ITEMS

- A. President Pro-tem, Glenn Wood announced that Katrina would be receiving a lifetime achievement award from IACTE at their upcoming state conference and wanted to congratulate her on behalf of the Wilco Board of Control.
- B. Katrina discussed the paint booth and said she is contracting with Heath Industrial to conduct the auction. She has received 2 offers of \$1,000 each so far. Heath Industrial will receive a 15% commission. There will be a 1 day inspection and a 1 day online auction. They will allow 5 – 8 days to oversee removal of the sold assets. This allows a 4 – 5 weeks lead time before the auction (March 30th – April 1st) with removal of items the week of spring break.

NEXT MEETING

The next Wilco Board meeting will be a regular board meeting to be held Tuesday, March 15, 2016 at 6:00 p.m.

ADJOURNMENT

President Pro-tem Wood asked for a motion to adjourn the board meeting. It was moved by 365 and seconded by 209 to adjourn the board meeting at 6:55 pm.

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

APPROVED

President Pro-tem, Wilco Area Career Center Board of Control

DATE

Secretary, Wilco Area Career Center Board of Control

DATE