

WILCO AREA CAREER CENTER
MINUTES
of the
Organizational Meeting of the Wilco Board of Control
May 20, 2025

CALL TO ORDER

The Wilco Board of Control met for an Organizational Meeting on Tuesday, May 20, 2025, at Wilco Area Career Center. President Rod Westfall called the meeting to order at 6:06 p.m. President Rod Westfall requested the roll to be called.

ROLL CALL

ROE	Dr. Lisa Caperelli-Ruff	absent	209U	Mr. Matt Swick	present
	Dr. John Sparlin	present		Ms. Peggy Kunz	present
255U	Danielle Valiente	present			
	Mr. Chris Cavanaugh	present	202	Mr. Glenn Wood	present
				Mr. Rod Westfall	present
365U	Dr. Teresa Polson	present			
	Tammi Conn	absent	210	Dr. Tina Malak	present
				Mr. Gary Gray	absent

CLOSED SESSION

It was moved at 6:10 by ROE and seconded by 255 to move into closed session for the purpose of: 1. 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).

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

It was moved at 6:23 by 202 and seconded by ROE to end the closed session and return to the regular meeting.

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

APPOINTMENT OF PRESIDENT PRO-TEM and SECRETARY PRO-TEM

Elizabeth Kaufman appointed Dr. John Sparlin as President Pro-tem and Dr. Glen Wood appointed Peggy Kunz as Secretary Pro-tem until the election of new officers.

ELECTION OF PRESIDENT

Nominations were made from the floor for the Board of Control President. Peggy Kunz 209U nominated Rod Westfall for President. There were no other nominations.

AR#0525-2784- It was moved by 209 and seconded by 210 to elect Rod Westfall as Board of Control President.

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

President Westfall took over duties as president for the remainder of the meeting.

ELECTION OF VICE PRESIDENT

Nominations were made from the floor for the Board of Control Vice-President. 202 nominated Peggy Kunz for Vice-President. There were no other nominations.

AR#0525-2785 – It was moved by 202 and seconded by ROE to elect Peggy Kunz as Board of Control Vice-President.

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

ELECTION OF SECRETARY

Nominations were made from the floor for Board of Control Secretary. 255 nominated Gary Gray for Secretary. There were no other nominations.

AR#0525-2786 – It was moved by 255 and seconded by 202 to elect Gary Gray as Board of Control Secretary.

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

PUBLIC PRESENTATIONS/COMMENTS

Recognition of Sherry Harris for her service to the Board. Board President Rod Westfall presented Sherry with a card of thanks and a beautiful flower arrangement for her years of service from the Board of Control.

Board President Rod Westfall shared a thank you note from current Wilco Area Career Center Veterinary Assistant and Wilmington student Faith Mackenzie for her Wilco Scholarship Award.

AGENDA REVISIONS

Revision of Bill List

It was moved by ROE and seconded by 209 to approve the revision of the Bill List as presented.

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

CONSENT AGENDA ACTION ITEMS

AR#0525-2841

It was moved by 255 and seconded by 210 to approve Consent Agenda items, including: **CA1:** Minutes from the previous meetings from April 15, 2025, **CA2:** Expenditures for May 2025 **CA3:** Personnel: Hiring; Michelle Salman for 12 Month Executive Assistant/HR position with salary of \$57,000 plus benefits; Hiring of Nicole Edgar at a tentative salary of \$53,650 to be adjusted once the contract is settled; Hiring of Emily Conquest at a tentative salary of \$57,750 to be adjusted once the contract is settled **CA4:** Donations: Joliet Junior Woman's club is \$1,250 to support FCCLA competition events and donation from Valley View School District 365 of a 2008 Ford Econoline E-350 Cutaway Van with mileage logged at 113,750.

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

POLICIES

Revisions: 2nd reading for approval of **5:270-Placement Coordinator**

It was moved by 209 and seconded by 202 to approval the revision as presented.

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

Revisions: 2nd reading for approval of **5:350-Administrative Assistant for Administrative Services**

It was moved by 255 and seconded by 210 to approve the revision as presented.

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

ASSISTANT PRINCIPAL'S REPORT for May 20, 2025, Regular Meeting

Jeannine Marco, Asst. Principal

Mrs. Marco shared the February highlights on Student Services listed below:

Attendance

- Issued 18 attendance contracts for students who have missed more than 10 days; a decrease of 32% from the previous month.

Academic Contracts

- No new contracts

Discipline

- Referrals-10

Late arrival/Unauthorized driving/Contraband possession/Behavior

Leadership

- Scheduled CNA Informational Meetings all schools to provide CNA information packets and provide direction on tasks to be completed over the summer
- Attended JJC healthcare advisory meeting

Dual Credit

- Attended JJC Dual Credit Advisory Board

ASSISTANT DIRECTOR/PRINCIPAL REPORT for May 20, 2025 Regular

Dr. Alicia Cook, Asst. Executive Director/Principal

Dr. Cook shared the February highlights on the areas below:

Professional Development

- Resiliency Training

Leadership - Attended

- Admin Academy Gathering Evidence During Observations

Student Professional Learning/Career Exploration Experience

- Guest Speakers/Field Trips
 - Auto Tech - Air Force F-15 Motor
 - ECE - Little Learners
 - Intro to Health - Paramedics
 - Criminal Justice
 - K-9
 - FBI
 - Welding II - Constellation Visit
- Fire Science - Extrication
- EMS National Practical Testing
 - Pathways to Professional Career Expo 2025 - Business & Computer Tech

ASSISTANT DIRECTOR/PRINCIPAL REPORT for May 20, 2025 Regular

Dr. Alicia Cook, Asst. Executive Director/Principal- continued

Student Activities

- Skills USA Competition
 - Criminal Justice - Daniel Janusz - Gold Winner
 - Welding - Evan Margalus- Gold Winner

Student Achievements

Grade	Number of Students	Percentage of Student Population
A	435	31%
B	483	38%
C	271	23%
D	72	6%
F	29	1%

DIRECTOR'S REPORT for May 20, 2025 Regular Meeting

Dr. Elizabeth Kaufman, Executive Director

Curriculum

- Dr. Kaufman reviewed the Veterinary Assisting Curriculum for dual credit partnering with the JJC grant.
- Dr. Kaufman shared the completion of the Team-Based Challenge for the Pathway Endorsement.
- Dr. Kaufman worked with schools on CCPE students' eligibility and was pleased to see the CCR.
- Dr. Kaufman submitted the Transportation Pathway for Wilmington and Valley View. Also, Dr. Kaufman submitted an additional request for Reed-Custer for their Criminal Justice program and received approval within 24 hours.
- Dr. Kaufman attended Dual Enrollment Parent night at Joliet Junior College, which is a bridge to a college program.
- Dr. Kauman submitted the Public Services for all 5 districts.

Leadership

- Dr. Kaufman met with JJC and began a tentative discussion on the MOU for the 25/26 school year.
- Dr. Kaufman attended the SkillsUSA Leadership Conference in Peoria and reported it was great opportunity and Wilco has two students Evan Margalus for Welding and Daniel Janusz for Law Enforcement advancing and will be completing in Atlanta, GA, June 23-27 under the supervision of Dr. Alicia Cook.

Budget and Facilities

- Dr. Kaufman shared, Wilco has begun the process of replacing doors at the Center.
- Dr. Kaufman worked with Wilco maintenance staff to replace cameras that were shorted out in the Vet Assisting area.

- Dr. Kaufman shared that we have hired a CNA Instructor, a Medical Assisting Instructor, and an Administrative Assistant for the 25/26 school year.
- Dr. Kaufman attended the annual SELF Insurance meeting.

Public Relations

- The Wilco staff have attended Honors Nights at Home Schools.
- The Wilco Administrative team and staff hosted a picnic and car show for Wilco students on May 9th. It was a perfect weather day!
- The Wilco ECE & PreK program hosted the Preschool graduation on May 15th.
- Dr. Kaufman sent SkillsUSA results to Lemont and Plainfield.

APPOINTMENT OF BOARD COMMITTEES

AR#0525-2787– The board was presented with a list of current committee members and 209 motioned they will keep committees as they stand with the exception of the Negotiations Committee which will be determined at a later date. 255 seconded the motion. Committees are:

Calendar:

Finance:

Building and Grounds:

Strategic Planning:

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

APPOINTMENT OF LEGAL COUNSEL

AR#0525-2788 – It was moved by ROE and seconded by 255 to continue utilizing Scott Nemanich of Klein, Thorpe and Jenkins, Ltd., and Elizabeth Wagman from Tressler L.L.P. as legal counsel.

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

DESIGNATION OF SIGNATORIES

AR#0525-2789 – It was moved by 210 and seconded by 202 to continue the practice of Board of Control officers and Regional Superintendent of the Regional Office of Education as the legal signatories, and the R.O.E. Superintendent is the fiscal agent for Wilco Area Career Center.

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

APPOINTMENT OF DEPOSITORIES

AR#0525-2790 – It was moved by 209 and seconded by 255 to continue with Old National Bank of Joliet as the legal depository for the Wilco Area Career Center.

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

DESIGNATION OF CENTER NEWSPAPERS

AR#0525-2791 – It was moved by ROE and seconded by 255 to designate the Joliet Herald News as the Wilco newspaper for the purpose of publication of public notices and legal notices.

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

ACCEPTANCE OF BOARD POLICIES

AR#0525-2792 – It was moved by 202 and seconded by 210 to accept all existing Board policies at this time.

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

ESTABLISHMENT OF BOARD MEETING DATES

AR#0525-2793 – It was moved by 209 and seconded by 365 to approve the board meeting dates for the 2025-2026 Wilco Board of Control.

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

RESOLUTIONS

None

OTHER ACTION ITEMS

AR#0525-3028 – It was moved by 255 and seconded by 210 to approval for SkillsUSA students, Evan Margalus and Daniel Janusz, to travel to Atlanta, GA June 23-27 under the supervision of Dr. Alicia Cook. Funds have been raised through the organization and general Wilco Student Activity.

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

AR#0525-3029 – It was moved by 210 and seconded by 209 to approve the 4% raise for Wilco Support Staff for the 2025-2026 school year.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

None

INFORMATION ITEMS

- Honors Night Program
- Final 24-25 Calendar
- Final Safety Drill Report
- 24-25 Exit Survey

NEXT MEETING

The next Wilco Board meeting will be the organizational board meeting to be held Tuesday, June 10, 2025 at 6:00 p.m.

ADJOURNMENT

Mr. Westfall asked for a motion to adjourn the board meeting. It was moved by ROE and seconded by 209 to adjourn the board meeting at 7:07 pm.

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

APPROVED



President, Wilco Area Career Center Board of Control

6-10-25
DATE



Secretary, Wilco Area Career Center Board of Control

6-10-25
DATE