

**WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
December 15, 2015**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, December 15, 2015, at Wilco Area Career Center. The meeting was called to order by Board President, Rod Westfall at 6:01 p.m. Mr. Westfall 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	present			
	Mr. Jesse Morris	present	202	Mr. Glenn Wood	present
				Mr. Rod Westfall	present
365U	Dr. James Mitchem	absent			
	Mr. Daniel Falese	present	210	Dr. Mary Ticknor	absent
				Mr. Gary Gray	present

PLEDGE OF ALLEGIANCE

CONSENT AGENDA ACTION ITEMS

AR#1215-2537 –

It was moved by 365 and seconded by 209 to amend the consent agenda to include an additional expenditure. The additional expenditure was from FlexPrint, Inc. for \$1,277.43 bringing the total of monthly expenditures for December to \$63,790.74.

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

It was moved by 202 and seconded by 255 to approve CA1: minutes from the previous meetings from November 12, 2015 and December 1, 2015, and CA2: expenditures presented for payment for December 2015.

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

RESOLUTIONS

Resolution#1215-1083 – QSCB Application

It was moved by 210 and seconded by 365 to accept the resolution of the QSCB application for construction bonds.

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

Resolution#1215-1084 – Payment to Self Resolution

It was moved by 209 and seconded by 210 to accept the resolution for payment of expenditures for Capital projects from the construction bonds.

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

ASSISTANT PRINCIPAL'S REPORT for December 15, 2015 Regular Meeting

Julia Ann Oglesby, Asst. Principal for Student Services

1. Julia reviewed semester referral totals with the board compared to semester totals from 2014; 2014 – 53 referrals, 2015 – 55 referrals.
2. Julia informed the board that 99.67% of all students this semester earned their high school credits by achieving a passing grade in their Wilco class. She said this success was because of the Academic Action plans (6) and Fall Intervention plans (35).
3. Julia told the board she accompanied the SKILLS USA students to Technology Center of DuPage on December 11th for their invitational practice competition. She was pleased to Report to the board Wilco placed 1st and 3rd in firefighting.
4. Julia reported 2 homebound students completed their semesters at Wilco and 1 will take an incomplete until January 2016.

ASSISTANT DIRECTOR'S REPORT for December 15, 2015 Regular Meeting

Elizabeth Kaufman, Assistant Director

1. Curriculum – Elizabeth told the board a NATEF survey is going out to Auto alumni. She also updated the board on the Veterinary Assisting dual credit and said she is confident we will have dual credit through JJC. She and the teacher are doing business visits to Vets in the area and the teacher will be visiting Indianapolis to study a Vet Asst. program there.
2. Community Outreach – Elizabeth reported the students and staff at Wilco were busy supporting many local organizations during the holiday including: UNICEF, Police Benevolence Fund, Salvation Army, Daybreak Mission, Morning Star Mission, Cornerstone Clothing and Canned Goods Drive, and Lamb's Fold.
3. Professional Development – Elizabeth and Julia are conducting assessment meetings and having a monthly Danielson Review on grouping students.
4. Semester Projects – Elizabeth informed the board of projects culminating the end of the semester including: Chef biography in Culinary along with cultural holiday food, menu planning process in Early Childhood I, case studies in Early Childhood II including children portfolios, bathing booklet in CNA, EMS practicals, Criminal Justice simulation training and a Welding holiday tree.
5. Holiday Contest – Students participated in a Holiday Door decorating contest and the winning doors were: First Session – Early Childhood, Second Session – Early Childhood and Third Session – Game Design.

DIRECTOR'S REPORT for December 15, 2015 Regular Meeting

Katrina Plese, Executive Director

1. Finances – Katrina discussed the Center's financial status. Revenue is at 44%, Perkins funds are flowing in a timely manner, CTEI – just received a \$75,793 payment which brings the year to date total to \$94,793, which is 17% of the CTEI funds. The balance for CTEI is \$440,580. Tuition is at 60%, having received \$1.2 million. The balance of tuition is \$824,000. Expenditures are at 38%.
2. Student Activity Account – Katrina reported that the Student Activity account is building as we are in the fundraising mode for the spring competitions/events. Both October & November student account reports are in the board packet.
3. Audit Proposal – Katrina informed the board she went back to Mack and Associates as requested by the board. Mack & Assoc. typically incorporates 2.5 – 5% increase depending on their increasing costs of software, staff and benefits, but they countered with the enclosed proposal – no increase for

- FY16, 1% for FY17 and FY18. Katrina recommended the acceptance of this proposal.
4. Financial Software Conversion – Katrina discussed with the board the software currently in use (SDS) and the need to convert to the web-based version. Wilco currently pays \$1,650 per year for Maintenance. Under the conversion, the fee would be \$7,500, which includes the conversion of data, maintenance, hosting fee and 2 days training. Some of the benefits are: supported and integrated HR functions, absence requests and P.O.s done online. She reported we will pay 50% of the conversion now and 50% in July using FY 17 funds if approved.
 5. Purvis Meeting – Katrina will meet with the Governor’s Secretary of Education on December 17th and topics of discussion will be: Function of EFE’s (TREES Office) and flow of money, how CTE partners with business/industry, the history of Career Centers/HJR 79, and Professional Organization and delivery to CTE.
 6. DCEO Meeting – Katrina reported on the meeting with Lisa Jones, Policy and Grants Manager in the Office of Employment and Training. Katrina reported the concern is about alignment when individuals are not represented on the board. The concern is that K-12 education is no longer a required member of the local/regional WIOA board. If added, then they must add at least one additional business member, in some cases 2 additional business members. The state can only be changed legislatively. Local/region could be done through policy.
 7. Plumbing – Katrina reported to the board we had a plumbing problem and had some back-up flooding in the school but the blockage at the end of the line has been cleared.
 8. New Copy Machines – Katrina reported the new copy machines arrived today and staff has started orientation on the new machines and their functions.

OTHER ACTION ITEMS:

AR#1215-2538 – Audit Proposal

It was moved by ROE and seconded by 255 to approve the 3 year audit proposal from Mack and Associates which includes no increase in fees for FY16 and a 1% increase for FY2017 & FY2018. Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Action Item tabled

AR#1215-3539 – Finance Software Conversion

It was moved by 365 and seconded by ROE to approve the SDS upgrade to the web-based system at a cost of \$7,500.

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

UNFINISHED BUSINESS

- A. 2016 RENOVATION PROJECT DISCUSSION
 1. IGA Status – 4 boards have approved and Reed-Custer has their board meeting tomorrow, December 16th.
 2. Joint Agreement – Dissolution Percentage
After discussion, the board agreed to leave the percentages as they were.

NEW BUSINESS

- A. 2016 RENOVATION PROJECT – Construction Manager – discussion.
After discussion, the board consensus was they would like a construction manager. Katrina suggested presentations to the board from interested managers.

ANNOUNCEMENTS / INFORMATION ITEMS

- A. Paint Booth – Katrina told the board she has an interested party and have other individual buyers interested in the purchase of the paint booth.
- B. Perkins Reauthorizing – Katrina informed the board that alignment is being pushed but only where appropriate. The guiding principles are prepared by ACTE & NASDCTEC.
- C. Students of the Quarter – Katrina pointed out to the board the list of Students of the Quarter included in their folders.
- D. Upcoming Events – Katrina reviewed upcoming events with the board including her vacation days.

NEXT MEETING

The next Wilco Board meeting will be a regular board meeting to be held Tuesday, January 19, 2016 at 6:00 p.m.

ADJOURNMENT

President Westfall wished the Wilco staff and the board Happy Holidays and a Happy New Year, then asked for a motion to adjourn the board meeting. It was moved by 210 and seconded by 365 to adjourn the board meeting at 7:38 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