

Executive (KACC) Board Meeting
Thursday, March 14, 2013, 8:30 a.m.
KACC Conference Room

Members Present

Bradley:	Michael Hogan, Chairman	Beecher:	Tami Roskamp
Central:	Tonya Evans (8:34 am)	Grant Park:	John Palan, Vice Chairperson
Herscher:	Richard Decman	Kankakee:	Colleen Legge
Manteno:	Dawn Russert	Peotone:	Dee Oliver
St. Anne:	Rick Levek	Reg. Office:	Gregg Murphy

Absent: Momence: Phil Smith;

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on March 14, 2013 at 8:30 a.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-3. A motion was made by Dr. Decman, seconded by Mr. Levek at 8:31 a.m. to approve the consent agenda, minutes of the regular February meeting, accounts payable and financial reports. Motion carried by unanimous roll-call vote.

DIRECTOR'S REPORT

4. Director's Report: Mr. Fay spoke on the following subjects:
- Technology: Plans are underway to upgrade technology within KACC – both within the building and with personnel. Mr. Fay is investigating the potential for hiring a summer intern from DeVry, potentially paying a small stipend. Mr. Papineau, our technology person, is expecting his first child this summer, which was the impetus in looking for additional assistance. Mr. Fay will begin interviews next week. As far as CTE Teachers, KACC has contracted with KCC to have Kris Condon present a series of courses in the Microsoft Office 2010 suite. The first two sessions will be in Beginning Word and Beginning Excel. All KARVES area CTE Instructors were invited to participate.
 - Mr. Fay complimented Ms. Goodale and Mr. Kelley on the excellent job they are doing to ensure KACC faculty are fully trained on all the Domains in the Danielson method.
 - Architectural work: Mr. Fay reported he has researched a variety of architect firms and has engaged the services of Healy-Bender for a couple of projects to be completed over the summer months.
 - Health Insurance Renewals: Mr. Fay informed everyone KACC's BCBS of Illinois renewal came in with a 28% rate increase for traditional PPO with a \$500 deductible and an 18% increase for the High-Deductible plan. Mr. Fay also reported on a recent meeting with CBIC reps to discuss the options available. IN addition to being able to provide a variety of plans (6 in all), we will bid-out our

insurance to companies other than BCBS of Illinois in hopes of saving our employees money in the upcoming year. Dr. Decman questioned whether or not KACC can join another district. Mr. Fay stated he intends to look into Triple I as they apparently have a cooperative insurance agreement. Ms. Evans stated there is membership involved in that scenario. Mr. Fay will follow up on investigating option. Some of the drawbacks of our particular group and demographics were discussed.

- e. Principal and Assistant Principal Evaluations: Mr. Fay reported he has completed the annual evaluations with both Mrs. Goodale and Mr. Kelley. He remarked it was a good “learning experience” and has a few areas he will be working on for process improvement, especially in the area collecting meaningful data. Mr. Fay utilized the format/rubric developed by Dr. Don White.
- f. Student Tuition Historical Report: Mr. Fay distributed copies of these reports. One report focused on tuition costs not including our annual bond payments and another report which includes the bond payments. Tuition for Out of District students will remain \$2,100 for the next year. Ms. Russert questioned if tuition costs took EVA into account, to which Mr. Fay replied it does not. In-District is a flat \$950 per student. EAV comes into play in dividing the cost of the flat assessment, which has remained the same since 2008. Mr. Hogan questioned how the flat assessment amount is calculated. Mr. Fay explained it is developed in conjunction with the annual budget, looking at available funds and reserves for funds 10, 20 and 40.

Discussion / Action Items

- 5. Accept Resignation of Lana Brown, KARVES/KACC Treasurer: Mr. Fay stated Ms. Brown is relocating with her family to Texas. Mr. Fay will begin interviewing a potential candidate from BBCHS next week. Dr. Decman questioned if the person was a school secretary. Mr. Hogan stated she is and will shadow Lana in May. A motion was made by Ms. Legge, Seconded by Dr. Palan at 8:45 a.m. to regretfully accept the resignation of Lana Brown. Motion carried by unanimous voice vote. Mr. Fay informed everyone he is certainly open to interviewing candidates from other schools with the recommendation of the Superintendent. Ms. Russert questioned if there was a stipend, to which Mr. Fay replied “Yes, \$1000 per year.”
- 6. Life Safety Update – IWAS: Mr. Fay called everyone’s attention to the information he distributed about Life Safety and Updating the information on IWAS. Each Superintendent was asked to go back to their school board with a motion to approved KACC’s 10-Year Life Safety report and then log on to IWAS and update the system with the approval information. Since no Life Safety Funds are being requested, there is no need for a formal resolution.
- 7. Preliminary Enrollment: Mr. Fay noted the numbers rose from 772 last month to 820 as of today. Staffing implications based upon the preliminary enrollment was moved to Closed Session.
- 8. Re-hire Director, Principal and Assistant Principal for FY2014: A motion was made by Mr. Levek, seconded by Ms. Russert at 8:49 a.m. to re-hire KARVES/KACC Director, Principal and Assistant Principal for Fiscal Year 2014 under the same terms of their current agreements. Mr. Hogan stated the details of a new contract will not be negotiated

until after the KACC CBA's new contract is in place. Motion carried by unanimous roll-call vote.

9. House 19 Purchase Contract and Closing Date: Mr. Fay was delighted to report House 19 is under contract to be sold with a closing date of April 16, 2013. The purchase price is \$218,150. The buyers have put \$4,000 on deposit in escrow with the Realtor. A motion was made by Ms. Russert, seconded by Mr. Levek authorizing Mr. Fay to act on behalf of the Kankakee Area Career Center to fully execute all documentation/paperwork to complete the sale/closing of House 19, located at 340 Stonecutter, Bourbonnais, Illinois, 60914. Motion carried by unanimous roll-call vote.
10. KACC CBA's Initial Letter: This letter was shared with the group. A meeting to arrange dates and briefly discuss the upcoming process will be held immediately following this meeting. The superintendent team for the Negotiations Committee is comprised of Dr. Palan, Ms. Evans and Ms. Legge.

INFORMATIONAL ITEMS:

11. Principal's Report: Ms. Goodale is attending the Connections Conference. In her stead, Mr. Kelley provided the following information:
 - a. Ms. Goodale is working on a schedule for professional development opportunities for FY2014, a good example being the Word and Excel Training KARVES is sponsoring for all CTE teachers in the region.
 - b. Ms. Goodale attended the IACTE conference last month receiving good information which generated lots of ideas on implementation.
 - c. All faculty evaluations are completed. Mr. Kelley explained the system utilized for new faculty really worked well. Mr. Kelley and Ms. Goodale each completed one observation per semester. For the summative, the faculty member met with both Mr. Kelley and Ms. Goodale. This new process was well received by everyone.
 - d. KACC Principal's Meeting: The next Principal's meeting will be held April 16th.
 - e. Northern Region Career Center Principal's Meeting: Ms. Goodale will be hosting this regional meeting to address a variety of pertinent topics for career centers. It is her intention to work with this group in the development of regional assessments which can eventually be administered quarterly to measure growth.
 - f. Ms. Goodale and Mr. Kelley met with all KACC instructors to discuss program improvement and curriculum updates. Each faculty member has been tasked with developing a 5-year strategic plan.
 - g. Attendance: Mr. Kelley noted the attendance rate continues at 92%.
 - h. Discipline: Discipline numbers increased this past month mostly due to Dress Code Violations (17) and use of cell phones.
12. Special Populations Report: Mr. Kelley reported on the following:
 - a. Schedule of Events: Mr. Kelley called everyone's attention to the schedule of events in the Agenda Packet.
 - b. CTE College Fair: this event will be expanded to include a general KACC open house from 3:00 to 5:00 p.m. Anyone interested in attending the Career Center or wanting to come speak with college recruiters are welcome. More information will be disseminated to the home schools.
 - c. NOCTE: Phasing this test out, and instead, looking at regional assessments and certification opportunities.

- d. Advisory Committee: The Fire-Rescue Advisory Committee met last week. Mr. Kelley gave a brief overview of the meeting. Of Note, discussion was held concerning potential for EMT-B training, First Responder Training and utilization of our local fire districts, their personnel and equipment. Bourbonnais Township brought fire trucks last week and allowed our students to climb the high bucket-type ladders. Instructor Heid will be working with the departments to incorporate opportunities to with the fire protection districts into his curriculum map.

CLOSED SESSION

A motion was made by Ms. Legge, seconded by Dr. Murphy at 8:59 a.m. to move to a closed session to consider information regarding Employment, and Contract Negotiations, collective negotiating matters between KACC and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, [5 ILCS 120/2(c)(2)]. Motion carried by unanimous roll-call vote.

REOPEN SESSION

13. Resolution for Reduction in Force of Instructor(s): A motion was made by Ms. Legge, seconded by Ms. Oliver to approve the Resolution for Reduction in Force of KACC's Business Management-Entrepreneurship Instructor. Motion carried by unanimous roll-call vote.

ADJOURN

There being no further business, a motion was made by Ms. Legge, seconded by Ms. Oliver at 9:18 a.m. to adjourn the regular meeting of the KACC Executive Board. Motion carried by unanimous voice vote.

As Recorded By: _____
Dawn Russert, Secretary

Attested By:

Michael Hogan, Chairman