

Executive (KACC) Board Meeting  
Thursday, May 16, 2013, 8:30 a.m.  
KACC Conference Room

Members Present

Bradley:	Michael Hogan, Chairman	Beecher:	Tami Roskamp
Central:	Tonya Evans (8:30 am)	Grant Park:	John Palan, Vice Chairperson
Herscher:	Richard Decman	Kankakee:	Colleen Legge
Manteno:	Dawn Russert (8:48 am)	Peotone:	Michael Nicholson
St. Anne:	Rick Levek		

Absence: Momence, Phil Smith and Reg. Office, Gregg Murphy

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on May 16, 2013 at 8:30 a.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-3. A motion was made by Dr. Decman, seconded by Dr. Palan at 8:31 a.m. to approve the consent agenda, minutes of the regular, special and closed April meetings, 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:
- Health Insurance: Our new policy with United HealthCare is in place at a slightly lower premium than originally quoted due to a change in the number of persons insured.
  - June Meeting: The June regular meeting of the Kankakee Area Career Center Executive Committee will be held at the Kankakee Country Club in the new Atrium at 9:00 a.m.
  - Audit Proposal: Mr. Fay stated we received this year's quote for our annual audit which reflected a nominal increase of \$100 including both KARVES and KACC.
  - Senate Bill 490: Area Vocational Center Directors have been in contact with legislators regarding this legislation. Mr. Fay has been in contact with Senator Hutchinson who was unaware of the adverse effect on CTE. Mr. Fay explained the bill requires all persons looking to be licensed to teach to pass the basic skills test. Mr. Fay and AVC Directors are asking for provisionally licensed teachers to be given a five-year timeframe in which to prepare and pass the test.
  - Spaulding-Lawrence Outing: Mr. Fay encouraged everyone to please consider attending this outing for golf, dinner, or suggest sponsors. This outing has provided over \$40,000 in scholarships these past 10 years.

## DISCUSSION/ACTION ITEMS

5. KARVES FY2014 Budget – First Consideration: Mr. Fay presented the budget taking time to highlight changes in anticipated revenue and expenses and answering the members' questions. A motion was made by Dr. Decman, seconded by Dr. Nicholson at 8:45 a.m. to approve the budget for first consideration as presented. Motion carried by unanimous roll-call vote.
6. KACC FY2014 Budget – First Consideration: Mr. Fay presented this budget, highlighting the anticipated changes in revenues, expenses and the variety of fund balances.
  - a. No increase in salaries
  - b. No bond payment this year – which reduces overall revenue by \$210,000
  - c. Utilizing Actual revenue from KARVES to KACC rather than projected revenues which is a lower amount.
  - d. Move funding out of Fund 20 and into fund 40 to help defray the decreased revenue we are receiving for transportation.
  - e. Expenditures reduced overall creating net \$34,000 revenue over expenses.

Mr. Fay addressed all questions brought up by the members. A motion was made by Dr. Nicholson, seconded by Dr. Palan at 9:50 a.m. to approve the KACC FY2014 Preliminary Budget for first consideration as presented. Motion carried by unanimous roll-call vote.

7. Out of State Travel – SkillsUSA National Competition, Kansas City, MO: Ms. Goodale reported on KACC Students' success at the recent State Competition and the fact that 2 students are able to go on and attend National Competition in Kansas City, MO. A motion was made by Dr. Decman, seconded by Ms. Russert at 9:50 a.m. to allow 2 students, 1 male and 1 female advisor to attend the National Competition. Motion carried by unanimous voice vote.
8. Approve Jennifer Phillips as KARVES/KACC Treasurer: Mr. Hogan reported Ms. Phillips has replaced Lana Brown at BBCHS and has been training to work with KACC/KARVES in the position of treasurer. A motion was made by Dr. Nicholson, seconded by Mr. Levek at 8:57 a.m. to engage the service of Jennifer Phillips as the KARVES/KACC Treasurer. Motion carried by unanimous voice vote.
9. Approve Summer Employment for Danielle Jacques and Jeff Stone to work on Special summer building/Maintenance Projects: This item was moved to closed session.
10. Contractor Approval for Parking Lot Reconstruction: Mr. Fay updated everyone on the bid process through Healey-Bender, with TENCO, out of Bourbonnais, Illinois being the low bid. Dr. Decman expressed his concern with the company due to complaints he received from his board on work performed at Herscher HS prior to his joining the school. Mr. Hogan stated his experience with TENCO was that the performance was good at BBCHS but cautioned Mr. Fay to be sure all change orders are in writing. Dr. Palan questioned if this project was part of the matching maintenance grant. Mr. Fay confirmed this fact. Mr. Hogan questioned if the amount was within original budget estimate, to which Mr. Fay stated it is \$4,000 above the anticipated amount. A motion was made by Mrs. Russert, seconded by Mr. Levek at 9:56 a.m. to approve TENCO to complete the parking lot project at KACC. Motion carried by roll-call vote as follows: Beecher, Yes; Bradley, Yes; Central, Yes; Grant Park, Yes; Herscher, NO; Kankakee, Yes; Manteno, Yes; Momence, Absent; Peotone, Yes; St. Anne, Yes; and, Regional Office, Absent.

11. Intergovernmental Agreement for Illinois AVC Assessment Project: Mr. Fay provided everyone an update on this project. Five schools have already signed the agreement with several other schools having board meetings this week. Mr. Fay stated 4 of our instructors will attend training meetings June 12<sup>th</sup> and 13<sup>th</sup> in Bloomington. Instructors will receive \$1,000 with Lead Instructors receiving \$1,500. Initial curriculum areas at KACC involved are: Collision Repair, Fire-Rescue, Law Enforcement and Health Occupations. Following the 2-day seminar, 95% of the remaining work and training will be handled via phone and video conferences. The overall purpose is to create a Type-2 Assessment for each and every curriculum area at KACC. Dr. Decman questioned cost for the project. Mr. Fay explained the cost will be \$2,600 per curriculum area spread out over 3 years, with an additional test fee, once everything is complete, of \$15 per student (to include pre and post-tests). TeachSharp will be responsible to take the information developed by the instructors from around the State and develop the assessments. They are already underway in Indiana. Dr. Decman stated he is interested in the process and whether or not there will be enough students to take the test to make the results statistically relevant. Ms. Goodale pointed out that if enough schools do not sign-on to the project, it will not be put into place as there needs to be a minimum number of students. Dr. Decman stated he believes there needs to be a minimum of 20,000 students to be statistically relevant. Mr. Fay stated CPS and Joliet Township are also now expressing interest in becoming involved. A motion was made by Dr. Decman, seconded by Dr. Palan at 9:04 a.m. to approve the Intergovernmental Agreement as presented. Motion carried by unanimous roll call vote.
12. Student Management System/SIS: Ms. Goodale called everyone's attention to the report included in their packet, noting the costs involved with Infinite Campus were lowered following discussions with representatives. Ms. Goodale expressed her confidence they will be more flexible. The costs involved will include having support to design an implementation process at KACC. Ms. Russert shared Ms. Goodale's opinion in this software. Other schools utilizing the software include BBCHS, Elgin, Lemont, with recent interest from CPS in addition to schools from other states. Mr. Hogan stated conversion will take some time. A motion was made by Ms. Russert, seconded by Dr. Palan at 9:07 a.m. to purchase new Student Management System software through Infinite Campus. Motion carried by unanimous roll-call vote.
13. FDIC Insured Depository Institutions: A motion was made by Dr. Nicholson, seconded by Dr. Decman to approve the FDIC Insured Depository Institutions for KARVES & KACC. Motion carried by unanimous voice vote.
14. PRESS Policies for First Consideration: A motion was made by Dr. Decman, seconded by Mr. Levek to accept the PRESS Policies for first consideration. Motion carried by unanimous voice vote.

#### INFORMATIONAL ITEMS:

15. Principal's Report: Ms. Goodale reported on the following:
  - a. Professional Development: Ms. Goodale continues to work with KACC faculty, meeting once per month, utilizing videos and print information to ensure our faculty is well-versed and accepting of the new faculty assessment methods.
  - b. Student Attendance: Stood at an average of 91%.
  - c. SkillsUSA: Ms. Goodale reviewed the students who placed 1<sup>st</sup> through 5<sup>th</sup> place at the State SkillsUSA Competition and noted Noah Hubby will travel to

Nationals, along with Hannah Jensen, who was voted in as Illinois State SkillsUSA Vice-President.

- d. KACC Student of the Year: Ms. Goodale reported the winners of the 2013 Student of the Year awards, which will be announced to the students tomorrow.
  - e. Scholarship Awards: In addition to the Student of the Year Scholarship winners, Ms. Goodale reviewed the many scholarships presented at the May 2<sup>nd</sup> Student Recognition Night at KCC. Ms. Goodale specifically thanked Dr. Murphy, Mr. Petkunas, Kathy Metzger (Rep. Cloonen's Office) and Dr. Avendano from KCC for attending the meeting. Other scholarships of note were provided by Bourbonnais Fire Protection District, Kankakee Community College, Spaulding Lawrence Memorial Golf Outing Proceeds (KACC), and Junior Achievement (JA). Mr. Fay, Ms. Russert and Ms. Goodale spoke of the many values of Junior Achievement for our students. Mr. Fay spoke specifically of the event he attended in Chicago this week at the Union League Club, noting even the Midwest CEO of GE attended the event. It was extremely impressive. Not only did KACC Students win awards and scholarship, a student from Manteno HS won a scholarship worth \$20,000(\$5,000/year for 4 years) toward their education. Ms. Russert stated the VP of Finance from one of the Manteno student-run companies prepared an awesome spreadsheet for their company financials. She was amazed. Mr. Fay stated these students in business classes are CTE students and sometimes, that gets forgotten.
  - f. PARC Seminar: Ms. Goodale reported on information garnered from attending this conference.
  - g. KACC Student Survey: Ms. Goodale reported and provided graphs highlighting the results of the student survey. The survey was given to KACC Seniors on a volunteer basis in our iPad lab. Seventy-five percent of our students took the survey. Ms. Goodale is filtering the results by teacher in addition to school-wide.
16. Special Populations Report: Mr. Kelley stated today's reports are an example of why he finds being an instructional leader at KACC to be very rewarding and spoke on the following:
- a. There were 161 students who voluntarily took the 3<sup>rd</sup> WorkKeys test, with 12 students not receiving their certificate due to conflicting information concerning ID's and birth dates. Learning Center tutors are working to rectify those issues.
  - b. ASE Certification: Students from the Auto Tech and Collision Repair curriculum were offered the opportunity to take certification tests through ASE, which is a nationally-recognized organization for the Automotive Industry. Auto Tech has 8 available certification specialty areas and Collision Repair has 4. KACC had 1 student, Rashaad Thompson, who passed all 8 Auto Tech certifications. Mr. Kelley remarked how incredible it is to have students coming to him and asking to take a test and how proud they were when they received their certificates. Ms. Goodale stated even fellow classmates were inspired by the success these students attained and hopes they will want to take these tests next year as seniors.
  - c. AWS: The American Welding Society (AWS) S.E.N.S.E. program offers a Level 1 Certification. KACC Welding Seniors had the opportunity to earn this certification. Like the ASE Certifications, they are included in the portfolios brought to the meeting for the Superintendents' review.

- d. National SkillsUSA: Mr. Kelley shared a very inspiring story about a KACC Student, Alicia Gilbert, and the recent invitation she received from the National Director of SkillsUSA to be involved in development and judging of a Computer Technology Competition. This honor was earned as she scored **the highest of any female at the state competitions held across the nation.** Mr. Kelley explained the many hurdles this determined young woman had to jump in her education career. Everyone agreed this is an amazing feat and will look forward to hearing how this new relationship between her and SkillsUSA Develops.
  - e. Advisory Committees:
    - i. Fire-Rescue: Mr. Kelley reported on the recent meeting and plans to welcome Presence St. Mary's and Riverside Hospital's Medical Directors to the table in July. KACC, with the input of local fire departments, KCC and area hospitals, will implement a First Responder program by February 2014. Mr. Kelley expressed his gratitude on these committee members' being so willing to assist in curriculum development, sharing personnel expertise, facilities and equipment.
    - ii. Curriculum Advisory Committees: Mr. Kelley stated many of the committees are held in conjunction with KCC, which is great. Mr. Kelley will be working with instructors to develop their own committees like the Fire-Rescue and Drafting programs. Mr. Kelly will first concentrate on Collision Repair and Automotive Technology next year.
18. Internship Report: Mr. Kelley shared information on all the companies who allow our students an intern opportunity. Internships have decreased the past year due to economic conditions, travel expense, etc. Mr. Kelley will continue to pursue new partners in a variety of curriculum areas for the future.

#### CLOSED SESSION

A motion was made by Dr. Decman, seconded by Dr. Palan at 9:44 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

Item 9 Above: A motion was made by Mr. Levek, seconded by Dr. Nicholson to approve continued summer employment for Danielle Jacques and Jeff Stone to work on special summer building/maintenance projects. Motion carried by unanimous roll-call vote.

ADJOURN

There being no further business, a motion was made by Dr. Nicholson, seconded by Dr. Decman at 9:51 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:

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Michael Hogan, Chairman