

Executive (KACC) Board Meeting
Thursday, August 16, 2012, 8:30 a.m.
KACC Conference Room

Members Present

Bradley:	Michael Hogan, Chairman	Beecher:	Tami Roskamp (8:32)
Central:	Tonya Evans	Grant Park:	John Palan
Herscher:	Richard Decman	Manteno:	Dawn Russert (8:38)
Momence:	Phil Smith	St. Anne:	Rick Levek
Reg. Office:	Gregg Murphy		

Absent: Herscher, Kankakee, Peotone

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on August 16, 2012 at 8:30 a.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-3. A motion was made by Mr. Levek, seconded by Mr. Murphy at 8:31 a.m. to approve the consent agenda, minutes of the regular and closed July meetings, accounts payable and financial reports. Dr. Smith expressed his concern as to the amount and frequency of the MasterCard purchases. Mr. Fay stated credit card purchases are typically done following an approved Purchase Order and the P-card is kept by the KACC Bookkeeper with a log of when it is removed and returned. There are receipts and explanations for all credit card purchases accompanying each monthly statement. Dr. Smith stated that as long as controls are in place, he was okay with the charges. Motion carried by unanimous roll-call vote.

DIRECTOR'S REPORT

4. Director's Report: Mr. Fay spoke on the following topics:
- Principals' Evaluation Workshop: Mr. Fay stated this workshop was very well done and KACC will be adopting methodology presented.
 - System Director's Leadership Council Meeting: Mr. Fay attended this meeting online. He stated there is still great concern about Perkins funding.
 - ROE Kickoff Meeting: Mr. Fay thanked Mr. Murphy for what he said was an excellent meeting to begin the school year.
 - WILCO-GVAC-KACC Workshop: Sixteen of our faculty members attended a workshop entitled "Bell to Bell."
 - Resignation of Amy Davis: Mr. Fay and Mrs. Goodale shared information concerning the resignation of Ms. Davis. A motion was made by Dr. Palan, seconded by Mr. Levek at 8:36 a.m. to accept the resignation submitted via email from Ms. Davis. Motion carried by unanimous voice vote.

DISCUSSION/ACTION ITEMS:

5. Approve Hire of Child Development/Playschool Teacher's Aide: Ms. Goodale reported she has identified a candidate to replace Ms. Davis in the Child Development/Playschool Lab. The candidate is Danielle Jacques (pronounced Jakes) graduate of Eastern Illinois, Type 4 Certification in early childhood with history of tutoring at Carl Sandburg Elementary, who also

has her Substitute Certificate and Paraprofessional Certifications through the ROE. A motion was made by Dr. Smith, seconded by Mr. Levek at 8:37 a.m. to hire Danielle Jacques. Motion carried by unanimous roll-call vote.

6. Employment Status for Fire-Rescue Instructor: Mr. Fay shared information concerning the Fire-Rescue Enrollment numbers (37 students to date) having improved since last spring when the decision was made for a reduction in force. Discussion ensued concerning this particular position and the trend in reduced numbers during Slot #2, with increased enrollment in Slot # 1 and #3. A motion was made by Ms. Russert, seconded by Dr. Palan at 8:40 a.m. to return the Fire-Rescue Instructor position to a full-time position. Motion carried by unanimous roll-call vote. Support Staff Wages: A motion was made by Dr. Palan, seconded by Mr. Levek at 8:38 a.m. to approve a wage increase of 2.9% for all KACC support staff. Motion carried by unanimous roll-call vote.
7. Approval of bus lease for Fiscal Year 2012-2013: Mr. Fay stated the bus lease, included in the agenda packet, covers the prior of late August through May of 2013. A motion was made by Ms. Evans, seconded by Mr. Levek at 8:41 a.m. to approve Mr. Fay to execute the bus lease. Discussion ensued concerning the need to bring the annual lease before the board. It was the consensus of those present to continue bringing the lease for board approval.
8. Approval of Application for Building Permit: Mr. Fay described plans to open the old Precision Metals classroom to the Welding Classroom to better accommodate the increased enrollment (60 students). Mr. Fay mentioned he also foresees the potential need of hiring a teacher's aide. Dr. Smith questioned why only a door – not opening up the entire space. Mr. Fay explained there are other architectural concerns in removing the wall and, there is an elevated classroom available in the Precision Metalworking room, under which all the Precision Metals equipment will be housed and protected by a temporary wall, all at a cost of approximately \$11,000. A motion was made by Dr. Smith, seconded by Dr. Palan at 8:46 a.m. to approve the application for building permit and be submitted to the ROE. Motion carried by unanimous roll call vote.
9. PRESS Policies – Second Reading: A motion was made by Dr. Smith, seconded by Mr. Levek at 8:47 a.m. to approve the policies, authored by PRESS, as presented for this second reading. Motion carried by unanimous voice vote.
10. Approve Annual Budget for KACC and KARVES for Fiscal Year 2013: Mr. Fay presented the budget for both KARVES and KACC highlighting variances in historical trends and speaking to a variety of the various assumptions under which these budgets were developed with the KACC Executive Committee Officers. Mr. Fay thoroughly reviewed Revenues versus expenses and answered questions as they arose. A motion was made by Mrs. Russert, seconded by Dr. Palan at 9:12 a.m. to approve the annual budgets for both KARVES and KACC for FY2013. Motion carried by unanimous roll call vote. Mr. Fay reminded requested those present to remind their School Board Representatives of the budget presentation this evening. ISBE Budget Approval forms will be available for their signature at the meeting, 6:00 p.m. at the Kankakee Country Club.

INFORMATIONAL ITEMS:

11. Principal's Report: Mrs. Goodale highlighted the following information:
 - a. Administrative Staff is up-t-date, having completed modules 1 through 3 for the evaluator's workshops. Ms. Evans stated module 4 is due November 1st. Ms. Goodale stated the Administrative Staff will complete both module 4 and 5 prior to their due dates.
 - b. National Junior Achievement (JA) Invitational: Ms. Goodale reported she accompanied 5 Business students to the JA Invitational in Washington DC. There were 15 JA Teams from around the country invited to attend. Ms. Goodale stated it was an excellent

experience for both she and the students. There will be two students attending the KARVES meeting this evening to speak about their experience.

- c. Professional Development: Ms. Goodale called attention to the professional development plan included with the agenda packets, some of which was developed with faculty input. Of note:
 - i. WILCO-GVAC-KACC: Ms. Goodale stated the professional development opportunities are more cost efficient by sharing workshops with the 3 entities. While NOCTE is great in some areas, there are curriculum areas where there is little advantage. Instructors will be working together to create an assessment which is pertinent to the curriculum area and hopefully, will carry weight with professionals within the specific areas identified.
 - ii. Common Core: Ms. Goodale stated there has been a request from area CTE instructors for a workshop addressing common core standards as they relate and intertwine with CTE. This will be developed and presented in October.
 - iii. Danielson Method: Information will be presented at regular faculty meetings to address each element of the evaluation process/tools utilized in order to ensure faculty has had an opportunity to gain a thorough understanding of the process.
- d. Part-Time Cosmetology Instructor: Ms. Goodale stated she is in the process of gathering resumes for a cosmetology instructor. KACC will need to engage the services of an instructor for Saturdays, one week day per week and, someone who is able to work the summer session. Ms. Goodale will inform the board when an acceptable candidate is identified.
- e. KACC Enrollment: As of yesterday, enrollment stood at 814 students, which is up from last year. Historically, many changes occur in the first 11 days of the school year. Ms. Goodale will inform the board as to the final enrollment numbers at the next meeting.

12. Special Populations Report: Mr. Kelley addressed the following:

- a. Student Information Request: Mr. Kelley informed the superintendents he has submitted a request to the area principals and counselors for information on students who attend KACC, including Free/Reduced lunch (we reduce the fee to the school) and IEP's and 504 Plans so he can meet with the KACC instructors and discuss appropriate accommodations.
- b. Sophomore Day: November 15th has been set aside for this event.
- c. KARVES Advisory Meetings: Mr. Kelley spoke about a shift in direction for these meetings. He explained the goal of addressing a more specific curriculum area with representatives from the business community in hopes of designing a meaningful certification, ie: Meet with instructors and Fire Chiefs to develop assessment and certification. Ms. Goodale interjected she is in discussions with KCC to investigate the potential to share their EMT instructor here at KACC – potentially for upper level Fire, Health Occupations and Law enforcement students.

13. Student Thank-you Letters: Mr. Fay called the Board's attention to the letters included in the agenda packets.

14. Agenda Packets: Mr. Hogan stated he was unable to print his agenda packet and questioned what might be done differently in the future. It was the consensus of the board to email board packets without a password protection, especially in light that all information is available through FOIA.

15. November Meeting: Mr. Hogan requested an Agenda Item for the September meeting address moving the KACC Executive Meeting and KARVES Administrative Board of Control meeting to November 13th from November 15th so as not to conflict with other events that week.

ADJOURN:

There being no further business, a motion was made by Ms. Russert, seconded by Dr. Roskamp at 9:20 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