

Executive (KACC) Board Meeting  
Thursday, September 13, 2012, 8:30 a.m.  
KACC Conference Room

Members Present

Bradley:	Michael Hogan, Chairman	Beecher:	Tami Roskamp
Central:	Tonya Evans	Grant Park:	John Palan
Herscher:	Richard Decman	Kankakee:	Colleen Legge
Manteno:	Dawn Russert	Momence:	Phil Smith
Peotone:	Dee Oliver	St. Anne:	Rick Levek
Reg. Office:	Gregg Murphy		

Absent: None

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on September 13, 2012 at 8:30 a.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-3. A motion was made by Ms. Russert, seconded by Dr. Roskamp at 8:31 a.m. to approve the consent agenda, minutes of the regular August 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 topics:
- a. MAPP Meeting: The most recent meeting, chaired by Dr. Murphy, was informative and supported the link between education and employment in our community. Dr. Murphy stated the results of the survey completed at the Administrators Kick-off meeting was compiled and presented. Dr. Murphy spoke of a variety of schools seeing the benefit of providing successful people to speak to students on the fact of a good education being a prominent factor in fiscal freedom. Dr. Murphy thanked everyone for their participation in the survey.
  - b. Rising Star Seminar: Mr. Fay, along with Mrs. Goodale and Mr. Kelley, viewed the Rising Star Seminar online yesterday. Mr. Fay stated the information provided supports his view about the benefit of having CTE (KARVES) at the table when schools are developing their school improvement plans. Mr. Fay offered to have him, or either of his administrators attend meetings at the individual schools. He will be pleased to provide information on what goes on at KACC and provide KARVES' regional information on CTE.
  - c. IASA Coaching for Leaders: Mr. Fay stated he will attend this seminar later this month.

DISCUSSION/ACTION ITEMS:

5. Amend the regular meeting minutes of February 9, 2012: A motion was made by Dr. Smith, seconded by Mrs. Russert, at 8:34 a.m. to amend the regular meeting minutes of February 9, 2012, by changing the time of the motion made to adjourn from 9:42 a.m. to 10:42 a.m. Motion carried by unanimous voice vote.

6. Amend the KACC Executive Committee and KARVES Administrative Board of Control Meeting date for November: A motion was made by Dr. Decman, seconded by Mrs. Oliver to amend the KACC/KARVES Meeting Schedule for November from November 15<sup>th</sup>, to November 13, 2012. Motion carried by unanimous voice vote. No meeting location has yet to be arranged, but suggestions were provided. Notices will be sent so board representatives are aware of the evening meeting change.
7. Approval to Enter into a Contract for a Second Bus: Following discussion concerning the usage and cost of providing a second bus on a part-time basis, a motion was made by Ms. Russert, seconded by Dr. Palan at 8:38 a.m. to allow Director Fay to enter into a contract to lease a bus for 50 days per school year. Motion carried by unanimous voice vote. Discussion ensued concerning the feasibility of putting the transportation of students to and from the construction site in a KACC bus driven by the instructor within the job description of the instructor(s).
8. Resolution for Sale of House #19: The sale of House #19 was discussed at length. It was the consensus of the board members present to allow Mr. Fay the flexibility to both set the listing price of the house as well as negotiate a sales price, coming back to the board with the final price negotiated.

INFORMATIONAL ITEMS:

9. Principal's Report: Mrs. Goodale highlighted the following information:
  - a. Cosmetology Program: Ms. Goodale continues to meet regularly with the instructors as they adjust from going from 4 instructors to 3. Ms. Goodale stated a search for a part-time cosmetology instructor is ongoing.
  - b. Common Assessment: Ms. Goodale stated she is excited about the work being done between KACC, WILCO and GVAC to develop a common assessment for a couple of curriculum areas, beginning with Health Occupations. Mrs. Goodale's expectation is Health Occ should be very straight forward, especially considering there is a state-mandated test which can be followed when developing pre and post tests to assess student growth.
  - c. Teacher's Meetings: Ms. Goodale stated the regular faculty meetings will be utilized as teaching opportunities for the Charlotte Danielson method, beginning with Domains 2 and 4. One element per month will be reviewed. On the 29<sup>th</sup> of August, there was a full day workshop on Walk-through's. Ms. Goodale stated KACC has purchased "Teachscape."
  - d. Enrollment Report: Ms. Goodale reported KACC Total enrollment as of the 11<sup>th</sup> day stood at 778 students. Dr. Smith questioned the comparison from last year, to which Ms. Goodale stated it is a slight increase. Dr. Decman requested enrollment report showing the breakdown for all the schools attending KACC. Ms. Goodale stated she is happy to email everyone. There are still a few questions concerning residency which may create a change.
10. Special Populations Report: Mr. Kelley addressed the following:
  - a. Special Populations/IEP Information: Mr. Kelley stated he requested IEP's, 504's and Free/Reduced lunch lists from the schools. This information is due tomorrow. Mr. Kelley stated he will meet with all KACC instructors individually so they are fully aware of accommodations and adaptations needed for your students. Most of the schools have submitted their information and Mr. Kelley will contact those schools which have not.
  - b. Outreach Tutor Program: All member schools were invited to participate in this program. There are 6 schools who will take advantage of this program. In addition BBCHS will have Susan Foreman as a Career Coach and KACC will have the Career Coaching and Portfolio Development Program again this year.

- c. Student Services Committee: Mr. Kelley stated this committee and meeting content were previously directed by a counselor. The meetings are a good way for counselors to get together and discuss issues and bring pertinent information to the entire group. There is no counselor who currently wants to take the lead for this group, so Mr. Kelley is going to provide the organization to ensure its continuance. A conference at Local 150 designed for counselors will be held September 28<sup>th</sup>.
  - d. Perkins Performance Analysis: Mr. Kelley stated there are changes in this process due to the class coding aspect of ISBE.
  - e. ACT WorkKeys Testing: Pre-tests have been complete and shipped off for scoring. Once the scores are returned, students who are identified as needing additional assistance in math and/or reading will be assigned to the Learning Center.
  - f. Assessments: Mr. Kelley has been working closely with Collision Repair and Auto Technology in order to arrange for an occupational assessment. Currently they are working to have an ASE Certification for the class, utilizing a pre and post test to measure growth and provide the certification opportunity. Mr. Kelley further reported this has also been done in the Computer Technology area, having worked with LABSYM for and assessment and A+ and Net + Certifications.
  - g. Sophomore Day: Mr. Kelly reported the 2012 Sophomore Day will be held on November 15<sup>th</sup>. (Reminder – There are no regular KACC Classes on this date.)
  - h. KARVES Advisory Committee: The initial meeting for this year is scheduled for October 18<sup>th</sup>. Mr. Kelley spoke about changes involving breaking out into smaller curriculum/professional based advisory committee meetings and then have a final combined meeting again at the end of the school year.
  - i. Career Exploration Curriculum: The United Streaming software costs have increase \$2,000 per school and only 4 schools are actually utilizing the software. Mr. Kelley is investigating other options on how to better serve all the region schools, especially in light of the \$23,000 reduction in Perkins Funding.
11. FY2014 Calendar: Mr. Hogan distributed copies of a calendar worksheet for an initial discussion and consideration for next year. Mr. Hogan questioned the Committee if there was interest in beginning their school year prior to August 19<sup>th</sup>. Both Herscher and Manteno stated they probably would begin before that, potentially the 14<sup>th</sup> or 15<sup>th</sup> of August. Discussion ensued concerning time off for winter and spring Breaks.
12. Superintendent Meeting: Mr. Hogan reminded everyone the Superintendent's Meeting, hosted by Kankakee, will be held on September 27<sup>th</sup>.

ADJOURN:

There being no further business, a motion was made by Ms. Russert, seconded by Ms. Legge at 9:07 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