

Executive (KACC) Board Meeting
KARVES Administrative Board of Control Meeting
Thursday, August 14, 2014
Kankakee Country Club, 6:00 p.m.

Members Present

Beecher – Debra Von Alven
Bradley – Hollis Clark
Central – Paul Swanson
Grant Park – John Palan and Mardale Ekhoﬀ
Herscher –Dr. Richard Decman & Dave Emling
Momence –Gary Miller &Sandra Illum
Peotone –Steve Stein
Regional Office of Education – Dr. Gregg Murphy
St. Anne – Ramie Kolutwenzew

Director – Don Fay
Assistant Director – Bosa Goodale
Special Populations Coordinator – Matthew Kelley
Recording Secretary – Alice Argyelan
Bookkeeper – Daniel Gesell

Absent: Kankakee and Manteno

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee and Kankakee Area Regional Vocational Education System (KARVES), Kankakee County, State of Illinois was called to order on August 14, 2014 at 6:11 p.m.

PUBLIC COMMENT

None

CONSENT AGENDA

- 1-8: A motion was made by Mr. Emling, seconded by Ms. Von Alven at 6:12 p.m. to approve the Consent Agenda including the following:
- a. Approve hire of Joshua Martin, Law Enforcement Para Professional
 - b. Approve Hire of Teresa Cailteux, Special Populations Assistant
 - c. Approve hire of 4 part-time, on-call C.N.A. Clinical Supervisors:
 - i. Cynthia Arseneau, R.N.
 - ii. Amanda Beedle, R.N.
 - iii. Linda Acker, R.N.
 - iv. Melinda Luedtke, R.N.
 - d. Approve KACC Drafting Instructor position to full-time from two-thirds.

Motion carried by unanimous voice vote.

DIRECTOR'S REPORT

9. Director's Report:

- a. Enrollment: Mr. Fay disseminated copies of the FY2015 Fall Enrollment count for the Career Center, totally 805 students. Mr. Fay informed the group of recent conversations with Kankakee High School representatives which will increase the numbers by approximately 15 to 25 students. Mr. Emling questioned if courses were full. Mr. Fay stated that while 1st slot is almost full, the Career Center can accommodate more students in slot 2 and 3, depending on what course. Construction Technology is at an all-time high which will be a challenge. With the changes in curriculum involving C.N.A. Training and Medical Terminology/Skill Development, the enrollment has shifted, increasing Medical Terminology/Skill Development. Dr. Murphy questioned whether this change follows Kankakee High School's paymaster changing from KACC to KHS. Mr. Fay answer it is a reflection of this change with the result being those extra students he mentioned earlier. The changes were also a direct result of helping prepare some students for the C.N.A. curriculum by first taking the Medical Terminology/Skill Development so they are better prepared. KACC is mandated by IDPH to have a passing score of 80% on the certification examination.
- b. ROE Kick-Off: Mr. Fay stated he attended this meeting which was beneficial.
- c. Kankakee County Chamber Legislative Committee: Mr. Fay was invited on to this committee recently. He has attended the first meeting and is looking forward to being more engaged with the area legislators like Congresswoman Kelley and State Senator Hutchinson.
- d. KACC Reopens to students on Monday: There are several schools which will not start on Monday. Day-by-day, more students will arrive with the last school returning August 25th.
- e. Summer Projects: Mr. Fay explained the nature and scope of many projects which have been completed over the summer months including parking lot paving, re-wiring for life-safety standards, etc. The downstairs bathroom renovation will begin around the 25th and the downstairs hallway fire door project (dead-end corridors) will begin over winter break. One other project undertaken by the custodial staff was the cleaning of several closets. Mr. Fay spoke of the many *ghosts* which appear in closets after 40 years. One item found was prestigiously presented to Dr. Rich Decman – the original wooden wall illustration of former member school “Reddick High School.” Dr. Decman thanked Mr. Fay and stated he will proudly display it in his office.
- f. Principal Goodale Update: Mr. Fay informed the board of Ms. Goodale's recent medical procedure and indicated she will not be returning to the Career Center for at least a week or two.

DISCUSSION/ACTION ITEMS

10. Approve Annual Bus Lease with Midwest Transit: Mr. Fay presented the lease and informed the board this is a renewal of our current lease, which went out for bid a couple of years ago. This bus runs 5 days per week, transporting Construction and C.N.A. students in addition to the occasional field trip. A motion was made by Ms. Von Alven, seconded by Ms. Illum at 6:22 p.m. to approve the bus lease as presented. Mr. Emling questioned why KACC has a lease with Midwest Transit and also has a contract with Cardinal Bus Company. Mr. Fay explained the Midwest Transit lease is for the bus only, as we employ the driver and the Cardinal agreement includes both the bus and a driver. The Cardinal agreement is only for 2 days per week, when both Construction and C.N.A. students need to be transported on the same day, Cardinal steps in and transports construction. Motion carried by unanimous roll-call vote.
11. Approve Annual Contract with Cardinal Bus for 2 days per week service for FY2015: A motion was made by Mr. Clark, seconded by Mr. Emling to approve the annual contract with Cardinal Bus. Motion carried by unanimous roll-call vote.
12. Approve KARVES 2015 Fiscal Year Budget: Mr. Fay presented the budget information, highlighting the fact of State funding being more timely and helping the overall look of our budget. Mr. Fay called attention to the monies utilized by KACC to help defer the cost of tutors, note-takers and Paraprofessionals and the importance of Maintenance of Effort requirements between Federal and State

funding. A motion was made by Mr. Emling, seconded by Mr. Ekhoﬀ at 6:30 p.m. to approve the FY2015 KARVES' budget. Motion carried by unanimous roll-call vote.

13. Approve KACC 2015 Fiscal Year budget: Mr. Fay presented the budget and called the Board's attention to the positive trends, increase in revenue mostly due to enrollment and retirement of faculty. Mr. Fay also explained the Fund 11 – the KACC House Construction, as expenses last year were below budget, but this year, expenses are projected to increase since we are in the 3rd year. Mr. Fay stated he expects to complete and sell the house this fiscal year. If carry-over amounts remain at the levels projected, Mr. Fay stated he will be able to reduce the amount of the Flat Assessment charged to schools, which is his goal. Even if this occurs, the amount reduced is spread over 10 schools, so it may not be a significant amount, but a reduction is always good. A motion was made by Dr. Murphy, seconded by Mr. Ekhoﬀ to approve the fiscal year 2015 KACC Budget. Motion carried by unanimous roll-call vote.

INFORMATIONAL ITEMS:

14. KACC FY2015 School Year Updates:

- a. Mr. Kelley reminded everyone of KACC having 3 instructors and 1 Para retire at the end of last year. While this made for a busy summer of interviews, everyone is in place and new employee orientation began on Wednesday with Teacher's In-service held today and again tomorrow. Mr. Kelley spoke of the challenges in training new CTE instructors as they have not received formal "teacher" training, although this group has an excellent grasp on the course content. Mr. Kelley and a mentor will be working with the new teachers to help them learn about creating lesson plans, understanding academic terminology as well as the Charlotte Danielson observation/evaluation program. Teachers seem eager and excited to be able to pass their skill sets on our students, helping to mold tomorrow's professionals.
- b. Grade Book: Software underwent a significant upgrade over the summer months. Mr. Papineau and Mr. Morse will be working with instructors during tomorrow's in-service to ensure everyone is well versed on those changes.
- c. KACC is back in session Monday, August 18th, but our schools will be coming back at a variety of times, with the last school being back in session August 25th. This does create challenges for our instructors as they must reintroduce themselves and curriculum every day for a week.
- d. Mr. Kelley encouraged all the members of the Kankakee Area Regional Vocational Education System to please come and visit the school while the students are in session. He will be happy to give tours.
- e. Kankakee County Builder's Association Home Show: KACC has been invited to place House 20 in the upcoming Home Show. Mr. Kelley stated KACC was delighted to have our house showcased during the show as it is good public relations for the school, our program and potential of a buyer.

ADJOURN:

There being no further business to discuss a motion was made by Mr. Emling, seconded by Ms. Von Alven at 6:38 a.m. to adjourn the meeting of the Kankakee Area Regional Vocational Education System's Administrative Board of Control and Kankakee and Kankakee Area Career Center's Executive Committee. Motion carried by unanimous roll-call vote.

As Recorded By: _____
 Mardale Ekhoﬀ, Vice Chairman
 Secretary Pro-Tem

Attested By:

 Deb Von Alven, Secretary