Executive (KACC) Board Meeting

KARVES Administrative Board of Control Meeting

Thursday, August 13, 2015

Kankakee Country Club, 6:00 p.m.

*Members Present*

Bradley – Scott Wakeley

Central – Tonya Evans and Troy Meier

Grant Park –John Palan (KACC Board Chairman)

Herscher –Dr. Richard Decman (KACC Board Vice Chairman) & Dave Emling (KARVES Chair Pro-tem)

Momence –Gary Miller & Sandra Illum

Peotone –Steve Stein and Richard Uthe

St. Anne – Rick Levek

Director – Don Fay

Assistant Director /Principal – Bosa Goodale

Special Populations/Assistant Principal – Matt Kelley

Recording Secretary – Alice Argyelan

*Absent: Beecher, Kankakee, Manteno, Regional Office*

*Minutes*

The regular meeting of the Kankakee Area Career Center (KACC) Executive Committee and Kankakee Area Regional Vocational Education System (KARVES) Administrative Board of Control, Kankakee County, State of Illinois was called to order on August 13, 2015 at 6:10 p.m.

PUBLIC COMMENT

Mr. Fay called everyone’s attention to the press release included in their packet; highlighting two KACC students who earned the opportunity to compete at the National SkillsUSA Competition in Louisville, KY.

CONSENT AGENDA

1-9: A motion was made by Dr. Palan, seconded by Mr. Levek at 6:12 p.m. to approve the Consent Agenda including the following:

1. Approval of minutes from July Regular and Closed Session Meetings of the Kankakee Area Career Center.
2. Approval of Minutes from the May KARVES/KACC Combined Regular Meeting Minutes.
3. Approval of Accounts Payable
4. Approval of Financial Reports
5. Approve reclassification of Tara Rewerts, RN from C.N.A. Clinical Supervisor to C.N.A. Training Program Instructor.
6. Approve hire of Marianne B. Kaericher as Child Development/Preschool Lab Supervisor.
7. Approve hire of Josh Riley and Greg Rorabaugh as part-time Automotive Technology Teacher’s aides.
8. Hire Meagan Miller, Cosmetologist, as a part-time Cosmetology Instructor.
9. Accept Letter of Resignation from Kaye Lemenager, R.N., C.N.A. Training Program Instructor.

Motion carried by unanimous voice roll-call vote.

DIRECTOR’S REPORT

1. Director’s Report: Mr. Fay provided everyone with an update of administrative activities in which he has been involved. Overall, he stated the summer has been busy and productive. Negotiations with KACC’s bargaining unit is underway and nearly complete; several building projects are finishing up, including welding booths, internet upgrades to handle the Type 2 Assessments, etc. Mr. Fay stated KACC is ready for the school year.

DISCUSSION/ACTION ITEMS

1. Approve Annual Bus Lease with Cardinal Bus to provide a bus and an addition bus/driver for 2 days per week service for FY2016. Ms. Illum questioned if the bus lease had been bid out. Mr. Fay stated KACC had typically used First Midwest Transit with the part-time bus/driver being leased through Cardinal. This change to Cardinal will save approximately $2,500 per year in transportation expense. A motion was made by Dr. Wakeley, seconded by Mr. Uthe at 6:14 p.m. to approve the bus lease with Cardinal Bus Line. Motion carried by unanimous roll-call vote.
2. Approve KARVES 2016 Fiscal Year Budget: Mr. Fay reviewed the budget. Initially he highlighted the fact of having received all of FY2015 monies within the 2015 fiscal year – a first in 7 years. Additionally, the first payment for FY2016 has already been received. Mr. Fay then reviewed the expenses and anticipated revenue, pointing out all deviations from last year, i.e.: KACC is picking up quite a bit more of the cost for Outreach Tutors and Paraprofessionals at KACC in order to free up funds to help purchase CTE equipment needed throughout the KARVES Region. Mr. Fay pointed out the Perkins Funding, while down only slightly, does seem to be a trend and definitely effects Maintenance of Effort requirements at the State level. Mr. Fay noted an Embroidery Machine has been purchased for Peotone and a few instructors from Momence HS were sent to a course for 3D Printing. Ms. Illum and Mr. Miller mentioned they attended a demonstration just today on the 3D printing. There being no further questions, a motion was made by Ms. Illum, seconded by Mr. Levek at 6:20 p.m. to approve the KARVES 2016 Fiscal Year Budget. Motion carried by unanimous roll-call vote.
3. Approve KACC Budget for Fiscal Year 2016: Mr. Fay reviewed the actual vs. budgeted expense for each fund account and the proposed budget amount for FY2015. Of note: Fund 11 was over spent per 2015 budget, but 4 lots were purchased. Mr. Fay reminded everyone we closed on the sale of House 20, which will be revenue to this account and bring it back in line. O & M Fund 20 decreased slightly, but Mr. Fay anticipates an increase this year due to several projects, including internet/computer cabling upgrades needing to complete. A slight increase to transportation fund is in the budget, anticipating higher fuel costs. For budget purposes, a 3% increase in payroll is included in the budget. On the revenue side, KACC is down about 25 to 30 students in enrollment, yet the budgeted revenue amount is slightly less than that. Expenses will need to be watched, but we should be on target. Mr. Emling questioned if the next house (#21) is underway. Mr. Fay explained groundbreaking will not take place until early September in order to allow the Construction Technology instructors to familiarize students and provide good safety training prior to going to the job site. Mr. Fay reminded everyone about the modular basement in House 20 and the advantages to this type of 9’ wall system for insulation, finishing a basement, etc. The same system will be installed in this new house. Dr. Decman questioned the number of lots owned by KACC, to which Mr. Fay answered “5.” There being no further questions, a motion was made by M r. Uthe, seconded by Dr. Palan at 6:27 p.m. to approve the KACC 2016 Fiscal Year Budget. Motion carried by unanimous roll-call vote.

INFORMATIONAL ITEMS:

1. Principal’s Report:
   1. Human Resources: Ms. Goodale informed the board lots of time was spent interviewing potential candidates and then making job offers and securing competent faculty and paraprofessionals for the Career Center. The new employees had orientation yesterday and were back today and tomorrow for Teacher Inservice.
   2. Class Visits: Ms. Goodale and Mr. Kelley will be making class visits to all KACC Classrooms in the next couple of weeks.
   3. Administrative Kickoff/CTE Retreat: Ms. Goodale was delighted to report she was able to meet and hear from Beth Purvis, and then later in the day, attending a CTE retreat which also included Ms. Purvis. The second event allowed an opportunity for more one-on-one interaction and discussion regarding CTE with Ms. Purvis which was very beneficial.
   4. CHEE: Ms. Goodale spoke about her involvement with this group, as an advisory committee, strategic planning committee and taskforce committee member. Ms. Goodale stated she is glad to see the involvement between education, economic development and industry working together to create a better education system. The common goal of providing an educated workforce to attract new industry will serve all sectors well. Ms. Goodale is excited to see how CHEE looks to help students meet social and economic challenges and address the “whole” person.

Mr. Emling questioned if KACC is experiencing higher than normal turnover rate. Ms. Goodale stated yes, it was higher this year. Mr. Emling followed up by asking if a pattern of why people were leaving could be identified, or if several were retiring. Ms. Goodale explained the people who left KACC all left for different reasons and one position was filled by two people who both wanted part-time and will job share.

Dr. Wakeley questioned Ms. Goodale as to whether CHEE is intended to help any other school district outside of Kankakee District 111. Ms. Goodale stated the grant provides an opportunity to work with District 111 and then work with both Momence and St. Anne. Mr. Fay spoke about plans to work with CHEE to hold a Manufacturing Day in October which will involve local industry and KACC. In addition, per the recommendation of the Student Services Committee, plans are underway to create a Career Conference for area students and their parents to be held yet this fiscal year.

1. Special Populations/Assistant Principal Report:
   1. Special Population Information Request: Mr. Kelley informed the board he has requested school counselors to provide him with special population information on any of their students attending the Career Center (IEP, 504 Plans, single parent, homeless, bottom 20% class rank, etc.). Mr. Kelley intends to meet with each instructor at KACC to discuss accommodations necessary for the individual students affected.
   2. Outreach Tutors: Mr. Kelley stated KARVES’ budget to once again provide Outreach Tutor services to member schools. The students receiving tutoring services must be CTE students (accounting, business, Ag, etc.) and not be KACC students or receiving what might be considered a duplicate service. Letters offering these services will go out next week with a follow-up Outreach Tutor meeting planned for September 14th.
   3. Sophomore Day: Mr. Kelley reported Sophomore Day is scheduled for October 27th.
   4. Student Services Committee: The initial meeting this year is scheduled for September 15th. Mr. Kelley shared his intention to invite the Assistant Principals from the area high schools to accompany their counselors in hopes of facilitating better communication dissemination and broaden the knowledge base of what goes on at the Career Center and within the KARVES entity.
   5. Staff Development: Mr. Kelley spoke about initiatives to provide our new and veteran instructors with an opportunity for more focused and in-depth teacher training considering these professionals come directly from industry and have not had the advantage of courses relating to methodology, etc. The program Mr. Kelley is looking into provides 2 years of college curriculum into a 200 hour program, provide opportunity to interact with other CTE instructors and work on curriculum mapping, etc.

ADJOURN:

There being no further business to discuss, a motion was made by Mr. Levek, seconded by Mr. Uthe at 6:45 p.m. p.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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sandra Illum, Secretary

Attested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dave Emling, Chairman Pro-tem