

Executive (KACC) Board Meeting
Thursday, December 15, 2016
Kankakee Area Career Center

Members Present

Beecher:	Jeffrey McCartney	Central:	Tonya Evans
Grant Park:	John Palan, Chairman	Herscher:	Richard Decman
Kankakee:	Genevra Walters	Momence:	Gary Miller
St. Anne:	Charles Stegall	Reg. Office:	Gregg Murphy

Additional Attendee: Doug Enz, President KACC Teachers Union

Absent: Bradley, Manteno and Peotone

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on December 15, 2016, at 8:41 a.m.

PUBLIC COMMENT

none

CONSENT AGENDA

1-3) A motion was made by Ms. Evans, seconded by Dr. Decman at 8:53 a.m. to approve the consent agenda including approval of minutes from the November Combined Meeting of KACC Executive Committee and KARVES Administrative Board of Control, accounts payable, and financial reports. Mr. Fay reported CTEI funds have not been received. To date, the State is \$500,000 in arrears. Mr. Fay anticipates receiving funds by February, at which point, we will be short \$600,000. Motion carried by unanimous roll-call vote.

DIRECTOR'S REPORT

4) Mr. Fay reported on:

- a. There was quite a bit of good information received at the recent AVDC Meeting. A survey of career centers is taking place, the results of which should be known by January. For this reason, Mr. Fay suggested tabling discussions on setting tuition for future school years until this information is received and the Leadership Committee has had time to meet and review the information.
- b. Mr. Fay reported on entering into a new lease for a digital imaging (copy) machine with Proven. Mr. Fay shared recent conversations he has had with the new CEO of Martin Whalen Office Solutions and stated he has agreed to meet with their sales team to discuss reasons why KACC would move to a different organization after 40 years.
- c. CTEI funding allotment for FY2017 has unexpectedly been increased by \$16,000.
- d. Life Safety: Mr. Fay reported KACC had no violations whatsoever during our last Life-Safety review with Dr. Murphy.
- e. Mr. Fay called everyone's attention to the KARVES' member school team mascot plaques displayed in the Board room. Mr. Fay informed everyone BBCHS, prepared the plaques. They will be mounted for display in the MPR Room. Dr. Palan expressed his appreciation to BBCHS

for doing such a wonderful job. Ms. Evans questioned the status of Central's plaque. Ms. Goodale stated BBCHS is waiting on a higher-resolution logo to proceed.

DISCUSSION/ACTION ITEMS

- 5) PRESS Policies Presented for First Reading: Mr. Fay highlighted several changes in this new group of policies submitted via our PRESS Policy subscription. Of Note:
- Board Member Compensation: Mr. Fay mentioned Mr. Miller is working on a list of allowable reimbursement amounts. KARVES/KACC does not have much need to reimburse for expenses. This allowable reimbursement amounts will be discussed at Leadership Committee.
 - FMLA LEAVE: FMLA is not specifically noted in the current CBA. Mr. Fay stated KACC does follow FMLA. Dr. Decman recommended the next CBA mention KACC will comply with all FMLA rules and regulations.
 - Leave for Full-time Employees: Mr. Fay noted differences in the way the policy is written and how KACC determines leave to 12-month employees. Mr. Miller stated his school also made modifications to the leave policy.
 - Restrictions on Publications Elementary Schools and Student Teacher policies –do not apply to KACC.

A motion was made by Ms. Evans, seconded by Dr. Decman at 8:55 a.m. to Approve the PRESS Policies for first reading as presented. Motion carried by unanimous roll-call vote.

- 6) Discuss FY2018 KACC School Calendar: Mr. Fay distributed copies of an FY2018 calendar proposal. BBCHS' draft was utilized as a guide in its development. Mr. Fay explained his intentions for providing students the least missed days of schools during the 2 weeks surrounding Easter since our 16 schools take different spring break weeks during this timeframe. Short discussion ensued regarding Winter Break. Some superintendents shared their intention of returning January 3rd or 4th instead of taking a full 2-week break. Dr. Palan requested the calendar be included on the January meeting agenda.
- 7) KARVES-KACC Director's Position – This item was moved to closed session.
- 8) Discussion Regarding Tuition/Flat Assessments: This item was tabled until the January meeting.
- 9) Discussion Regarding the Replacement of 4 Garage Doors: Mr. Fay spoke about the damage done to one of our auto shop garage doors during a recent break-in over the Thanksgiving holiday. Mr. Fay informed the board the new door looks great and is much sturdier. Mr. Fay recommended replacing the remaining 3 doors at an expense of \$16,000. Dr. Decman questioned if this will be outside the current budget for that line item in fund 20. Mr. Fay stated it will. All board members in attendance concurred with the need to replace the doors and instructed Mr. Fay to proceed.

INFORMATIONAL ITEMS:

- 7) Principal's Report: Ms. Goodale highlighted several items:
- Parent Meeting with transfer Cosmetology Student form TCD.
 - Parent-Teacher Meetings November 17th and 23rd
 - 17% of parents attended
 - 91% rated the Economic Benefit of attending KACC as a "5," the highest rating
 - 83% of attendees completed the survey
 - An attendee wrote they learned about classes at KACC by attending "a party." Ms. Goodale assured the board the only parties are children's birthday parties in the Cosmetology Salon where young girls have their hair, makeup and nails done.
 - Counselor Day was December 6th. Elite Flight School representatives made a presentation to counselors. Ms. Goodale will utilize surveymonkey.com to query sophomore students interest in this type of program. Dr. Walters suggested the survey be done for both freshman and sophomore students. Ms. Goodale stated the survey will not be limited to Flight School. Other potential programs will be highlighted on the survey.

- d. Principal's Meeting was held yesterday. Ms. Goodale stated she reviewed the list of current "funded" CTE programs with the principals. Short discussion about adding/deleting courses, ensuring proper CIP paths and, having "CTE" licensed instructor for upper tier courses. Dr. Walters questioned if a CTE instructor can co-teach with a traditionally-licensed instructor. Mr. Fay stated this is allowed. Dr. Walters spoke about the need for districts to be creative in filling these types of positions and looking for those who have the 2000 hours of work experience.
 - e. Old school plaques were returned to the principals who attended yesterday's meeting. Dr. Decman questioned the cost of the new plaques. Ms. Goodale stated she believed they are \$40 each.
 - f. Parent Meetings for FY2018 Potential C.N.A. and Cosmetology Students: Ms. Goodale reported she will be holding 4 nights of parent meetings for each of these two programs. These particular programs fill up fast, but have quite a litany of student responsibilities. In the case of Cosmetology, there are higher costs and a longer school year. Sometimes, when parents and students learn about the expectations, they change program. Ms. Goodale wants to address this before next fall. Counselors were given parent letters to hand out and are registering parents and their students for these meetings to be held in January.
 - g. Ms. Goodale informed the principals of the increased CTEI funding. She provided them with an RFP form and procedure so they can order needed equipment and supplies to be purchased by KARVES.
 - h. Student attendance for the month of November was 98%.
 - i. Discipline last month increased with 35 dress code violations. Ms. Goodale gave reasons for this spike and noted student misunderstanding have been rectified.
- 8) Special Populations Report: Mr. Kelley spoke about the following topics:
- a. WorkKeys post-testing is almost complete. In addition to proctoring these tests, the tutor staff is also involved with mid-term exams, reading tests for those who have special education needs. Second semester of tutoring will focus on applied math. First semester focused on reading.
 - b. Applications are being taken for a Learning Center Scholarship. This \$250 award is nice motivation for all the additional hard work these students undergo in the Learning Center.
 - c. Kankakee Elective Fair was a wonderful event. Mr. Kelley explained that KHS students were given a list of courses they must take and may take and then given an opportunity to speak with representatives for the variety of elective courses available. Mr. Fay complimented a KACC Law Enforcement student (KACC students represented our programs during the event) who had a table full of people the entire event. He was very impressed with the job this young woman was doing.
 - d. Career Awareness Program for 8th Graders will be held April 4th and 5th.
 - e. Emerging Workforce Program has been tabled for now. Business partners communicated being over-taxed: KCC just finished the NEXT50 event, Manteno High School had their job fair; and now April's 8th Grade Days event. Mr. Kelley stated he will look for meaningful ways to utilize the funds throughout the region.

CLOSED SESSION:

A motion was made by Dr. Decman, seconded by Mr. McCartney at 9:13 a.m. to move to 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)].

REOPEN SESSION

ADJOURN

There being no further business, a motion was made by Dr. Palan, seconded by Mr. Miller at 9:48 a.m. to adjourn the regular meeting of the KACC Executive Board. Motion carried by unanimous voice vote.

As Recorded By: _____
Tonya Evans, Secretary

Attested By:

Dr. John Palan, Chairman