

Executive (KACC) Board Meeting
KARVES Administrative Board of Control Meeting
Thursday, November 9, 2017
Kankakee Country Club

Members Present

Bradley –Scott Wakeley & Thomas Cooke (KARVES Chairman)
Central – Tonya Evans (KACC Secretary)
Grant Park – John Palan (KACC Chairman) and Jerry Fick
Herscher –Dr. Richard Decman (KACC Vice Chairman) & David Ruder (KARVES Vice Chairman)
Momence –Shannon Anderson & Sandra Illum (KARVES Secretary)
Peotone –Steve Stein & Richard Uthe (KARVES Chairman Pro-tem)
St. Anne – Kurt Moranz
Kankakee Community College – Michael Boyd

Director – Matthew Kelley
Assistant Director /Principal – Timothy Guerin
Dean/Special Projects Coordinator – Lucas Papineau
Recording Secretary – Alice Argyelan
Bookkeeper –Dan Gesell

Absent: Beecher, Manteno, Kankakee, 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 November 9, 2017 at 6:10 p.m.

PUBLIC COMMENT

Mr. Kelley informed the Board in his research of the Joint Agreement, there is a recommendation to include Kankakee Community College in these meetings. Mr. Kelley took a moment to welcome and introduce Michael Boyd, Ph.D., Vice President of Instructional and Student Success to represent Kankakee Community College.

CONSENT AGENDA

- 1-4) A motion was made by Mr. Ruder, seconded by Mr. Uthe at 6:24 p.m. to approve the Consent Agenda including minutes from the October regular session of the Kankakee Area Career Center, minutes from the August KARVES/KACC Combined Regular meeting, accounts payable and financial reports. Motion carried by unanimous roll-call vote.

RUSSELL LEIGH AND ASSOCIATES – AUDIT PRESENTATION

- 5) Mr. Kelley introduced Mr. Rick Blanchette, C.P.A., who performed the annual audit for both KARVES and KACC entities. Mr. Blanchette reviewed both audit reports highlighting revenues and expenses for each fund, actual vs. budget revenues and expenses, final fund balances and outstanding payments. As is the case in many a school district in Illinois, the KARVES/KACC funds, although approved for release, have not been received. Overall, Mr. Blanchette found the books to be in proper order.

KANKAKEE COMMUNITY COLLEGE UPDATE:

- 6) Dr. Boyd's opening remarks included his appreciation for being able to join this group and work together for student learning and success. Dr. Boyd spoke to myriad ways KCC/KACC partner throughout the year. The 2015-16 KACC Senior class: 98 of 342 students (32%) made KCC their post-secondary choice. Dr. Boyd spoke of the shared mission of these entities, i.e.: provide career pathways to enhance the quality of life for students and our region with a strong, well-educated workforce creating economic development. Dr. Boyd also broached a concept of creating a scholarship for students who enroll in curriculum areas in high-prospect-demand job areas. Dr. Boyd mentioned there will be a Health Career Expo in February and thanked Mr. Kelley for arranging to have all KACC health career students attend.

DIRECTOR'S REPORT

- 7) Director's Report: Mr. Kelley thanked Dr. Boyd and expressed his appreciation to all Administrative Board of Control Members for sharing their time and knowledge. Mr. Kelley provided everyone with an update on a variety of activities over this past month highlighting the following
- a. Meeting with Dr. Boyd to discuss skills gap and the potential of resurrecting the annual Construction Technology Day as well as other avenues to promote career opportunities and post-secondary education through the trades.
 - b. Executive Advisory Council: Mr. Kelley reported this group is comprised of business/community leaders. Mr. Kelley will seek advice and ideas from this group to maintain focus on our business community's employment needs and the necessary education and training needed to meet the needs of both student and business. Mr. Kelley spoke of KACC being an early college cohort, improved communication with business that our students are *trainable*, a top need of employers, and, the potential for a CTE Diploma to include list of skill sets, attendance, grades, dual credit earned, etc.
 - c. Curriculum-wide Advisory Committee Meeting: Meeting will be November 30th. Mr. Kelley is planning opening remarks, to be followed by break-out groups for each curriculum area to garner ideas and specific needs of these industry experts to best meet workforce training needs of our community.
 - d. Mr. Kelley thanked Dr. Wakeley and BBCHS for including him in the Strategic planning meetings. Mr. Kelley expressed his belief that KACC is an extension of our schools – with shared students. Whatever KACC can do to work together to enhance student success is his goal.

DISCUSSION/ACTION ITEMS

- 8) Building Maintenance/Custodian: Mr. Kelley updated the Board concerning an extended leave of our Building Maintenance/Custodian through at least Mid January. Mr. Kelley provided the Board with his recommendation to enter into an agreement with ServiceMaster to provide janitorial services until such time the custodian returns. A motion was made by Mr. Uthe, seconded by Mr. Fick at 6:56 p.m. to approve contracting for temporary custodial services with ServiceMaster. Motion carried by unanimous roll-call vote.
- 9) Internship Coordinator Position: Mr. Kelley spoke about this position. Originally a part-time instructor held this position, which then became an area of neglect due to demands on other staff. Mr. Kelley spoke with one of our Career Coaches, Emily Dahl, and she is willing to take on this position on behalf of KACC. Mr. Kelley explained Ms. Dahl is connected in the community and will evaluate and explore business opportunities for students. Currently, we have excellent intern relationships with Riverside, BIMBA, Presence St. Mary's etc. A motion was made by Mr. Uthe, seconded by Mr. Ruder at 6:59 p.m. to approve a Reassignment of Duties of Emily Dahl to both Career Coach and Internship Coordinator. Ms. Illum questioned if this was a large increase in cost to the school. Mr. Kelley stated there is a small increase in cost for the additional hours worked. Motion carried by unanimous roll-call vote.
- 10) KACC Community Appreciation Night/Open House, November 21st: Mr. Kelley shared the details of this event to be held at KACC. It will be promoted on social media and in local newspapers.

- 11) Thursday Night Auto Club: Mr. Kelley provided an update on the goals and prospects for this new KACC sponsored extracurricular club. Mr. Kelley thanked Dr. Wakeley and Dr. Decman for sharing their formats for approving these types of student clubs. There will be no stipend paid to the instructor this year. He will run the club on a pro-bono basis. A stipend for next year can be addressed at contract renewal in the spring. A motion was made by Mr. Ruder, seconded by Mr. Moranz at 7:04 a.m. to begin the Thursday Night Auto Club at the beginning of second semester. Motion carried by unanimous voice-vote.

INFORMATIONAL ITEMS:

- 12) Principal's Report: Mr. Guerin began his presentation by thanking the U.S. Veterans in the room, thanking them for their service. Mr. Guerin spoke of the following activities:
- a. Leadership Roundtable: Mr. Guerin shared his thoughts about this fruitful meet that focused on relationship building (parents, teachers, staff, and the business community). The next meeting, hosted by/at NUCOR Steel, will provide a tour of the facility and have an opportunity for hands-on activities. Mr. Guerin extended an invitation for any Board Member to attend if they provide him advance notice.
 - b. Security Cameras: Mr. Guerin has been working with Ruder Electric on the installation of additional security cameras for student safety. Additionally, Mr. Guerin was happy to report the Life-Safety inspection was very positive.
 - c. Student Advisory Council: Re-branding KACC was a main topic at this inaugural meeting. Students had great ideas, yet believed the "globe" was important to retain in future planning. The committee will meet again on November 16. Additionally, Mr. Guerin stated these students have volunteered to come to KACC for the Parent-Teacher Conferences on November 16th and the Community Open House on November 22nd signing up for 2-hour timeslots.
 - d. Social Media: Mr. Guerin reported on efforts to keep a more active presence on social media. Showcasing student success is a main focal point.
 - e. Performance Reviews: Ongoing and on track.
 - f. National Honor Society: Area counselors are providing recommendations for this project. Mr. Guerin will share criteria when complete.
 - g. Spirit Day: KACC had its first Spirit Day last Friday. All our schools were represented. Students noticed and commented on the spirit wear. The Spirit Day will continue one Friday a month.
 - h. Book Study: *That One Kid*, by Brian Mendler was selected for book study by KACC faculty. Eleven of 18 signed up to attend. The first meeting provided excellent conversation.
 - i. Flip Charts: Mr. Guerin is coordinating the development of curriculum flip-chart books for area counselors. His goal is to ensure counselors have KACC curriculum in an easily-accessible format in their offices.
 - j. KACC House 21: Mr. Guerin spoke about the great progress being made on this house, which should be ready for sale later this spring. Mr. Guerin invited anyone who is interested to please stop by and take a tour. Mr. Cooke questioned the address: 2083 Old Brick Road, Bourbonnais.
- 13) Dean/Special Projects Coordinator: Mr. Papineau reported on the following:
- a. Google Training: Mr. Papineau stated faculty are exceeding expectations and appear to be open to this change. Many teachers have embraced Google Classroom. More training is planned throughout the year.
 - b. Technology Committee: Mr. Papineau reported Courtney Regnier, James Stafford, and Alice Argyelan comprise the Technology Committee. It was decided each member train to become an expert on the different Google Platforms. This way, a variety of people in the will be available to assist fellow employees with software application.
 - c. Mr. Papineau thanked the Superintendents and complimented the area counselors for being incredibly helpful, professional and willing to share their knowledge.

- d. Student Information IEP/504 Information: Mr. Papineau will develop a platform on Google Forms to make sharing important student information at time of enrollment to KACC to better meet the needs of students and streamline the workflow for counselors and KACC staff as well as alleviate the need for paper-version of an IEP.
- e. Brian Mendler Seminar: Mr. Papineau spoke about a recent workshop he attended in Watseka featuring Brian Mendler as keynote. Mr. Papineau believes the information garnered during this workshop was extremely valuable.

OTHER BUSINESS:

Mr. Cooke reminded everyone the next meeting of the KARVES/KACC Board will be on March 15 at 6:00 p.m. Location of the meeting is yet to be determined.

ADJOURN:

A motion was made by Mr. Uthe, seconded by Ms. Illum at 7:21 p.m. to adjourn the combined meeting of the Kankakee Area Regional Vocational Education Board of Control and Kankakee Area Career Center Executive Committee. Motion carried by unanimous voice vote.

ADJOURN:

There being no further business to discuss, a motion was made by Ms. Johnston, seconded by Ms. Illum at 6:47 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 voice vote.

As Recorded By: _____
Sandra Illum

Attested: _____
Richard Uthe, Chairman Pro-Tem