

Executive (KACC) Board Meeting  
Thursday, April 12, 2012, 8:30 a.m.  
KACC Conference Room

Members Present

Bradley:	Michael Hogan, Chairman	Beecher:	Tami Roskamp
Central:	Tonya Evans (8:00am)	Grant Park:	John Palan, Vice-Chair
Herscher:	Richard Decman	Kankakee:	Colleen Legge
Manteno:	Dawn Russert	Momence:	Phil Smith
Peotone:	Dee Oliver	St. Anne:	Rick Levek
Reg. Office:	Gregg Murphy		

Minutes

The regular meeting of the Kankakee Area Career Center Executive Committee, Kankakee County, State of Illinois was called to order on April 12, 2012 at 8:28 a.m.

PUBLIC COMMENT

None.

CONSENT AGENDA

- 1-3. A motion was made by Ms. Legge, seconded by Dr. Palan at 8:29 a.m. to approve the consent agenda, minutes of the regular and closed February meetings, accounts payable and financial reports. Motion carried by unanimous roll-call vote.

DIRECTOR'S REPORT

4. Director's Report: Mr. Fay reviewed the contents of his report highlighting the following:
- Manufacturer's Focus Group: This meeting, facilitated by LaDonna Russell from Workforce Development Board, included representatives from business, manufacturing, education and economic development. Mr. Fay stated manufacturing reps expressed their concern about the math, reading and technology abilities of applicants, especially those ranging from 30 to 50 years in age. Currently their HR departments utilize the TABE test to assess skill levels. Concerns over the ability to attract upper level applicants (chemists, engineers) to our area were expressed.
  - IASA Dinner: Mr. Fay stated the dinner was informative and interesting.
  - CTE College Fair: Twenty entities from education, military and trade organizations attended this inaugural event. Those attending stated it was excellent and very worthwhile. Plans are to repeat the event next year and improve on the evening portion.
5. FY2013 Budget Projections: Preliminary summary report was distributed. Mr. Fay stated he has met with the KACC Board Executive Officers to review preliminary budget assumptions and shared the intent to provide relief to the member districts if anticipated revenues are actually realized. The relief, if realized, will be in the form of a reduction to the 3<sup>rd</sup> payment of flat assessment. The potential to prepay the bond was also suggested by Dr. Smith. Mr. Hogan requested board members email Mr. Fay if there are specific suggestions. The first reading of the budget will be done at the May morning and night meetings.
6. Construction Technology Lot purchase: Discussion ensued concerning the purchase of two lots at the price of \$25,000 per lot. A motion was made by Dr. Decman, seconded by Dr. Palan at 8:44 a.m. to approve the purchase of two lots at a price of \$25,000 each. Motion was amended by Ms. Russert, seconded by Dr. Palan authorize Mr. Fay to purchase and close on two lots at a price of \$25,000 each, including reasonable closing costs. Motion carried by roll-call vote as

follows: Beecher, Bradley, Central, Grant Park, Herscher, Kankakee, Manteno, Peotone, St. Anne and Regional Office approving, with a no vote from Momence. Motion carried by unanimous roll-call vote.

**DISCUSSION/ACTION ITEMS:**

7. 10-Year Life Safety Report: Mr. Fay shared the results of the report with the Board. Discussion ensued regarding the recommendation to move the current fire doors due to a “dead-end” corridor situation on the lower level, at a cost of approximately \$8,000. Mr. Murphy agreed to speak with the ISBE concerning this issue and expressed concern as to whether addition/moving of the doors will actually alleviate the situation. Mr. Hogan stated overall, the report is very good. The particular item concerning the doors dates back to the original construction and has nothing to do with the retrofit. This item will be brought back to the next meeting to consider formal acceptance of the report by the Board.
8. School Improvement Grant: Mr. Fay explained the main items he wants to address as a part of applying for this \$50,000 grant, including the north parking lot, fire suppression system for the Collision paint booth and installation of backflow preventer. Per Mr. Hogan’s suggestion, Mr. Fay will have additional projects added to the grant. Mr. Murphy explained the member schools will be required to have a resolution approved by their individual boards. Ms. Evans agreed to email a sample resolution for preparation. A motion was made by Dr. Decman, seconded by Ms. Russert at 9:01 a.m. to approve submitting an application for the \$50,000 School Improvement Grant. Motion carried by unanimous roll-call vote.
9. Administrative Contracts: Mr. Hogan pointed out changes made to the renewal contracts. Mr. Hogan also expressed his appreciation to Mr. Fay for undergoing this process, which was greatly effected by current economic factors. He stated he hopes the process is much better next year. A motion was made by Ms. Oliver, seconded by Dr. Palan at 9:05 a.m. to approve the administrative contracts for Don Fay, Bosa Goodale and Matthew Kelley. Motion carried by unanimous roll-call vote.
10. Summer Tuition – Cosmetology: Mr. Fay reported the tuition currently stands at \$250. In order to cover costs, Mr. Fay recommends increasing the summer tuition to \$300 for this 35-day summer school. Motion was made by Ms. Oliver, seconded by Ms. Legge at 9:07 a.m. to increase the FY2013 cosmetology summer school tuition to \$300. Motion carried by unanimous voice vote.
11. Hire Lisa Jennings, RN, Part Time Clinical Instructor: Mr. Fay stated KACC was able to identify a qualified individual to provide part-time, substitute coverage for our Health Occupations I class. A Motion was made by Dr. Roskamp, seconded by Mr. Levek at 9:08 a.m. to hire Lisa Jennings, RN at a rate of \$18.00 per hour as a clinical instructor. Motion carried by unanimous roll-call vote.
12. Part-time Summer Employee: Mr. Fay expressed a need for a part-time summer employee to assist the current custodial staff with summer projects. A motion was made by Ms. Russert, seconded by Dr. Decman at 9:11 a.m. to hire a part time summer student for 8 to 9 weeks at an hourly rate of \$9.00 per hour. Motion carried by roll-call vote as follows: Beecher, Bradley, Central, Grant Park, Herscher, Manteno, Momence, Peotone, St. Anne, Regional office approving, with a no vote from Kankakee.
13. Substitute Pay Rate FY2013: Following a survey of rates at other schools Mr. Fay suggested an increase in the rate to \$80 per day. A motion was made by Dr. Smith, seconded by Ms. Legge at 9:11 a.m. to increase the substitute rate to \$80.00 per day. Motion carried by unanimous roll-call vote.

14. IASB Press Policy Update: The policies were presented for a second reading. A Motion was made by Ms. Roskamp, seconded by Ms. Oliver at 9:12 a.m. to approve the policies with two exceptions, that being omit paragraph 5 concerning soccer goals in “Operational Services – Safety 4:170” and utilize “Option A” for policy “Administering Medicines to Students 7:270.” Motion carried by unanimous roll call vote.

INFORMATIONAL ITEMS:

15. Principal’s Report: Ms. Goodale reported on the following:
  - a. OSHA-10 Training: Ms. Goodale reported 38 students and 2 instructors received OSHA-10 training at the Operators Local 150 this week.
  - b. Attendance: Continues to hover at the 92% rate. Ms. Goodale expressed her thanks to the member districts that have provided transportation to and from KACC during the varying spring breaks.
  - c. SkillsUSA-State Competition: Ms. Goodale stated KACC students will travel for this competition April 26-28<sup>th</sup>. Ms. Goodale is investigating bus driver opportunities as our normal driver is unable to transport the students this year. Ms. Goodale will follow up on this.
  - d. KACC Student Award Ceremony: This event will be held at Kankakee Community College on May 15<sup>th</sup>. Invitations are forthcoming.
16. Special Populations Report: In Mr. Kelley’s absence, Ms. Goodale reported the following:
  - a. Testing: Ms. Goodale stated there are several tests being administered in the next few weeks including NOCTE and WorkKeys post-tests. There are 150 students who signed up to take the voluntary 3<sup>rd</sup> test of WorkKeys in order to earn their career readiness certificate. Ms. Russert requested this information be shared with the district. Ms. Goodale will inform Mr. Kelley of the request.
  - b. CTE College Fair: Ms. Goodale reiterated Mr. Fay’s comments on the success of this event.
  - c. 8<sup>th</sup> Grade Career Awareness Days: Ms. Goodale stated Mr. Kelley is currently at the Hilton with area 8<sup>th</sup> graders. Mr. Murphy, who is the event emcee, stated the event was going very well and the students were very good.
  - d. KARVES Advisory Committee: This advisory group will have its final meeting of the FY2012 fiscal year on May 3<sup>rd</sup> at Brickstone Restaurant. Appetizers will be available by 5:30 p.m. with the meeting beginning promptly at 6:00 p.m.
17. Changes in Performance Appraisal Tools: A general discussion was held concerning information received from Vicki Phillips and the immediacy of schools needing to register for the next training session. After that session, training will be no longer free – it will be at a price of \$650. Discussion ensued concerning the Danielson model, implementation at Troy school district, etc. Ms. Legge stated she has had the opportunity to utilize this model for years at her previous district and was quite complementary about how meaningful, when done correctly, the process can be.

ADJOURN:

There being no further business, a motion was made by Ms. Russert, seconded by Mr. Levek at 9:32 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