Executive (KACC) Board Meeting

KARVES Administrative Board of Control Meeting

Thursday, March 15, 2018

Brickstone Brewery and Restaurant

*Members Present*

Bradley –Scott Wakeley

Grant Park – John Palan (KACC Chairman) and Jerry Fick

Herscher –Dr. Richard Decman (KACC Vice Chairman) & David Ruder (KARVES Chairman Pro-tem)

Momence –Shannon Anderson & Sandra Illum (KARVES Secretary)

Peotone –Richard Uthe

Regional Office – Frank Petkunas

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, Central, Manteno, Kankakee, St. Anne*

*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 March 15, 2018 at 6:02 p.m.

PUBLIC COMMENT

Mr. Kelley thanked Mr. Tom Cooke and Glade Plumbing and Heating for sponsoring the upcoming KACC Scholarship Golf Outing to be held on June 4, 2018 at the Kankakee Country Club. KACC is receiving wonderful support from our business partners for a successful outing and provided registration information to all present.

CONSENT AGENDA

1-4) A motion was made by Mr. Fick, seconded by Mr. Uthe at 6:04 p.m. to approve the Consent Agenda including minutes from the February regular and closed sessions of the Kankakee Area Career Center, minutes from the November KARVES/KACC Combined Regular meeting, accounts payable and financial reports. Motion carried by unanimous roll-call vote.

KANKAKEE COMMUNITY COLLEGE UPDATE:

5) Dr. Boyd’s provided a number of positive updates regarding KCC including beginning construction on the Advanced Technology Education Center where KCC courses will focus on renewable energy and electrical curriculum. Dr. Boyd spoke of the CLS cohort which, is underway. The full-time employees of CSL will complete a 2-year program over the course of 3 years, as they continue working for CSL. The fact these CSL students will continue to be paid while attending, the difficult financial barrier hindering advancing education has been removed from the equation. Dr. Boyd spoke of plans for additional new curriculum to be brought to KCC in the next year to two years, stating KCC is placing a high priority on career pathways mentioning exercise science and computer technology. Dr. Boyd completed his remarks speaking about workforce readiness path and transitional math summit.

DIRECTOR’S REPORT

1. Director’s Report: Mr. Kelley thanked Dr. Boyd and mentioned he had the pleasure of attending a reception introducing the CSL cohort with KCC. Mr. Kelley stated this looks to be a very impressive program with the addition of additional CSL students each semester.
2. Junior Jobs Fair: Mr. Kelley called everyone’s attention to the flyer provided for this event. KACC will participate in the event and utilize the opportunity to reach out to area businesses to question them on what KARVES/KACC can do in order to look at an 18 year old to give them the best opportunity for employment/apprenticeship.
3. KARVES Advisory Committee: This group will meet on April 11th to firm up a certificate for two-year KACC students at graduation. The certificate designed will include student outcomes in order for the document to be a meaningful communication for business and student portfolios. Examples of outcomes: dual credit, industry certifications, attendance, etc. There are 24 career centers in the State and Mr. Kelley stated his goal to be the trendsetter.
4. Middle School Principal Meeting: Per a recommendation of the Executive Advisory Committee, Mr. Kelley arranged to bring Middle School Principals to KACC for a meeting to discuss KARVES/KACC and how best to serve the CTE needs of this age group and help them better understand the KARVES entity and career pathways.
5. CTE Equipment: Mr. Kelley stated KARVES will be making purchases on behalf of Beecher and Manteno High Schools. Mr. Kelley is working on a five-year plan to rotate the schools to ensure all KARVES districts benefit.
6. KACC House: Mr. Kelley stated the house is progressing nicely and should be ready to go for sale sometime Mid April-first of May.

Mr. Ruder questioned if KACC has some sort of event to bring parents into the Career Center. He stated he believes parents need to be more aware of the benefits of the opportunities. Mr. Kelley stated he is currently working on a Parent-Night/Open house to occur the same day as the traditional Sophomore Day, so students have an opportunity to return in the evening with their parents. Dr. Boyd stated KCC will be glad to participate in this event, and any other event of this nature in the future.

DISCUSSION/ACTION ITEMS

1. KARVES/KACC Proposed FY2019 Meeting Schedule: Mr. Kelley called everyone’s attention to the schedule included in the board packet. A motion was made by Mr. Uthe, seconded by Ms. Illum at 6:20 p.m. to approve the FY2019 meeting schedule. Motion carried by unanimous roll-call vote. Mr. Kelley stated he is open to suggestions to changing the meeting schedule if it benefits the group.
2. KACC FY2019 Calendar: Mr. Kelley stated member and non-member school schedules for next year were taken into consideration when creating this calendar. A motion was made by Mr. Uthe, seconded by Ms. Illum at 6:21 p.m. to approve the KACC FY2019 School Calendar. Motion carried by unanimous roll-call vote.
3. Re-Hire Principal and Dean of Students: Mr. Kelley offered several complimentary statement concerning his administrative team. A motion was made by Dr. Wakeley, seconded by Mr. Fick at 6:23 p.m. to approve rehiring Mr. Guerin and Mr. Papineau for FY2019. Motion carried by unanimous roll-call vote.
4. Notification of Demand to Bargain from KACC Teacher’s Association: A copy of this letter was included for informational purposes. Negotiations will commence this spring.
5. Approval to Attend State SkillsUSA Competition April 19tgh through April 21st: A motion was made by Mr. Uthe, seconded by Ms. Illum at 6:25 p.m. to approve KACC Students to travel to Springfield to attend the annual State of Illinois SkillsUSA Competition. Motion carried by unanimous roll-call vote.
6. Strategic Planning Process for KACC/KARVES FY2019: Mr. Kelley reported his intent to initiate strategic planning next school year. The opportunity to serve BBCHS Strategic Planning committee was a good experience and gave him ideas to pursue for KARVES/KACC.
7. PRESS Policy – Second Reading and Final Approval: A motion was made by Mr. Fick, seconded by Mr. Uthe at 6:26 p.m. to approve the second reading and final approval of the PRESS policies as presented. Motion carried by unanimous voice vote.

INFORMATIONAL ITEMS:

1. Principal’s Report: Mr. Guerin addressed the members present on the following:
	1. Focus and implementation of new processes at KACC were undertaken specifically designed to reinforce a positive culture and build relationships. Mr. Guerin specifically spoke about the positive referral program, highlighted the inaugural NTHS Induction at Olivet; Principal/Counselor’s meeting at Nucor and the monthly Spirit Days at KACC. Mr. Guerin stated 110 phone calls were made to parents for the positive referral program since December. Focus will be made this month on positive referrals for the more challenging students.
	2. Preliminary Enrollment: Mr. Guerin reported registrations stand at 891 students.

Dr. Palan stated he received many positive comments concerning the NTHS program at ONU, stating the program was well done and greatly appreciated.

Mr. Petkunas spoke about the NUCOR meeting and what a benefit that was to both principals and counselors. Mr. Guerin was happy to report the first principal’s meeting next fall will be held at CSL Behring, thanks to the help of Mr. Petkunas.

1. Dean of Student/Special Projects Coordinator: Mr. Papineau addressed the following:
	1. KACC is now 100% Google school. Everything has been migrated over Overall faculty and staff seem to be liking the software. More training and effort will continue to ensure faculty utilizes google classroom and forms to their fullest extent, especially in the area of assessments.
	2. KACC Registrations, for the first time, were submitted electronically through Google Forms. This new process seems to have gone well and certainly avoids the inability to read handwriting.
	3. 8th Grade Day: This annual program will be held March 20-21 at the Quality Inn. Mr. Papineau thanked Ms. Cailteux on all her efforts, especially with losing our venue late in the planning process when Riverstone closed.
	4. Digital Signage: Mr. Papineau has been researching opportunities to bring digital signage to KACC. He is looking into BrightSign, SKYKIT and Airtame.

CLOSED SESSION

A motion was made by Mr. Uthe, seconded by Mr. Fick at 6:40 p.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. Motion carried by unanimous voice vote.

OPEN SESSION

1. Reduction in Force – KACC Faculty: A motion was made by Mr. Uthe, seconded Mr. Fick at 6:53 p.m. to approve the Resolution for Reduction in Force of and Instructor and the Honorable Discharge of Christopher Morse, Collision Repair Instructor for FY2019. Motion carried by the following roll-call vote: Ayes: Bradley, Grant Park, Herscher, Peotone, Regional Office. Nays: None Abstain: Momence.

ADJOURN:

A motion was made by Mr. Uthe, seconded by Mr. Fick at 6:54 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 David Ruder, Chairman Pro-Tem