

Executive (KACC) Board Meeting
KARVES Administrative Board of Control Meeting
Thursday, May 11, 2017
Kankakee Country Club

Members Present

Beecher – Jeff McCartney
Bradley –Scott Wakeley
Central – Tonya Evans (KACC Secretary)
Grant Park – John Palan (KACC Chairman) and Dave Dickson
Herscher –Dr. Richard Decman (KACC Board Vice Chairman) & Joe Powers
Kankakee – Karen Johnston
Momence –Shannon Anderson & Sandra Illum (KARVES Secretary)
Peotone –Steve Stein & Richard Uthe (KARVES Chairman Pro-tem)
Regional Office, Gregg Murphy

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

Absent: Beecher, Manteno and 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 August 10, 2017 at 6:05 p.m.

PUBLIC COMMENT

Mr. Kelley took a moment to introduce and welcome both KACC Principal, Timothy M. Guerin and KACC/KARVES Dean/Special Projects Coordinator, Lucas Papineau. Mr. Kelley stated both Mr. Guerin and Mr. Papineau dove right-in and are getting this set for a great year ahead.

CONSENT AGENDA

- 1-4: A motion was made by Ms. Illum, seconded by Ms. Evans at 6:07 p.m. to approve the Consent Agenda including minutes from the July regular meeting of the Kankakee Area Career Center, minutes from the May KARVES/KACC Combined Regular meeting, accounts payable and financial reports. Motion carried by unanimous roll-call vote.

DIRECTOR'S REPORT

- 5) Director's Report: Mr. Kelley once again welcomed everyone and then provided the additional information:
- a. District Leadership Meetings: Mr. Kelley stated he is continuing to meet with a variety of Superintendents in the KARVES/KACC area to gain knowledge of their district, goals and their thoughts on how KARVES/KACC can be of value to the students they serve.
 - b. KCC Future Energy Summit: Mr. Kelley spoke highly of this recent event and shared information gained concerning Green Technology, solar infrastructure and highlighted a

- discussion with Tim Wilhelm concerning potential educational opportunities at KACC in the future. It seemed apparent to Mr. Kelley there will be a good future in emergency maintenance, electrical/solar/wind technologies in the 3-County KARVES area.
- c. ROE Kickoff: Mr. Kelley thanked the Regional Office for hosting a great event earlier today.
 - d. KACC Tech Meetings: Mr. Kelley and Mr. Papineau have met with representatives from Proven Business Systems to investigate the value and opportunity for the printers/grading system within the school.
 - e. Opening Faculty/Staff Professional Development: With the assistance and input of Mr. Guerin and Papineau, everything is in place for a positive and informative two days. An outside instructor has been engaged to begin training in Google/Google School. Goal is to have everyone prepped and trained to be a Google School by January 2018.
 - f. Building/Grounds Update: Mr. Kelley reported on upgrading the Law Enforcement Classroom to better serve curriculum needs, work planned on the rooftop air conditioning, noting one unit requires replacement; and three garage doors to shop areas are being replaced next week.

DISCUSSION/ACTION ITEMS

- 6) Nomination/Election of KARVES Executive Officers for FY2018: A motion was made by Mr. Powers, seconded by Dr. Wakeley at 6:14 p.m. to retain the current KARVES Executive Officers: Thomas Cooke, Chairman, David Ruder, Vice-Chairman, and Sandra Illum, Board Secretary. Motion carried by unanimous voice vote.
- 7) KARVES Annual Budget Presentation for Second Reading/Final Approval: Mr. Kelley highlighted the KARVES' budget for FY2018 highlighting each fund, income expense history and projections. Mr. Kelley mentioned funds from the budget are set aside for the sole purpose of supporting KARVES member schools to support regional CTE programs with CTE equipment. Mr. Kelley will follow up to assess needs with the districts. Following a thorough review of the budget, a motion was made by Ms. Johnston, seconded by Ms. Illum at 6:22 p.m. to approve the annual KARVES Budget for Fiscal Year 2017-2018. Motion carried by unanimous roll-call vote. Board members were reminded to please be sure to sign the budget approval forms for ISBE prior to leaving this evening.
- 8) KACC Annual Budget Presentation for Second Reading/Final Approval: Mr. Kelley presented the KACC budget for second reading. He reviewed each Fund Account, highlighting areas of significance, i.e.: KACC House should be finished this year and ready for sale (4 buildable lots are available for this program); Fund 30 no longer exists as our bond was paid in full, etc. A motion was made by Ms. Illum, seconded by Mr. Dickson at 6:28 p.m. to approve the KACC Annual Budget for Fiscal Year 2017-2018. Motion carried by unanimous roll-call vote.
- 9) Approve Annual Bus Lease with Cardinal Bus Lines: Mr. Kelley provided some background information concerning the agreement and lease. The Transportation Agreement is at the same cost as last fiscal year and the Bus Lease cost has increase by 2%. Motion was made by Ms. Illum, seconded by Mr. Powers at 6:29 p.m. to approve the annual Transportation and Bus Lease agreements with Cardinal Bus Lines. Motion carried by unanimous roll-call vote.
- 10) Accept First reading of PRESS Policy Agreements: A variety of new policy updates provided by PRESS was presented for first reading. It was suggested Board Attorney review the Identity Protection Policy. This will be done prior to second reading at the September meeting. Motion was made by Ms. Johnson, seconded by Ms. Illum at 6:30 p.m. to approve PRESS policies by first review, made a motion. Motion carried by unanimous voice vote.

INFORMATIONAL ITEMS:

- 11) Principal's Report: Mr. Guerin stated working with the Career Center has been a pleasure so far and he is excited for the many opportunities he sees for our future. Mr. Guerin mentioned his appreciation for the welcoming attitude exhibited by all the faculty, staff and administrative team, including the main

office support staff and bookkeeper. Mr. Guerin's focus thus far is to meet with as many employees as possible and listen in order to assess their needs with the goal to make KACC students successful and believes is "getting a handle" on needs. Plans for this year include:

- a. Discipline – work with faculty to refine disciplinary procedures to be more in line with Senate Bill 100.
- b. Assessments: Work with faculty to ensure all Type II and Type II assessments are valuable and in place to enhance measuring student growth and SLO's.
- c. GCN Training: Mr. Guerin stated he reviewed the training programs assigned for each employee classification and refined the lists, removing all non-mandated trainings for the each position.
- d. Life Safety/Crisis Management: The emergency drills for this school year are scheduled. Mr. Guerin will schedule a Crisis Plan Review meeting with local police/fire personnel in October.
- e. Teacher Meetings: Previous schedule has been revamped – reducing from two meetings per month to one and moving the weekly 8:05 a.m. meeting from Tuesdays to Fridays.
- f. Procedure for calling off work/substitute scheduling: A phone extension at specifically for calling off work KACC was established. Faculty is to call in no later than 6:30 a.m. so staff can access the line and arrange for substitutes.
- g. Faculty Review/Observations: The schedule for FY2018 is set.
- h. Class Visits: Created a schedule to ensure I visit every classroom during the first couple weeks of school. Mr. Guerin stated he is looking forward to these visits.
- i. Bus Schedules for C.N.A. and Construction Programs: The schedule for this year is finished.

Mr. Uthe welcomed Mr. Guerin and thanked him for the information.

12) Dean/Special Projects Coordinator: Mr. Papineau reported on the following:

- a. Google School: Planning is well underway to move away from Microsoft and go to Google. The potential for faculty and students sharing/submitting homework, curriculum updates, etc. will be a wonderful enhancement for the curriculum areas at KACC.
- b. Technology Committee: Mr. Papineau will assemble a committee. The committee members will be the first to be Google certified with the thought of having 3-5 people in the building who can help their fellow employees. The goal is to be fully Google by January. Mr. Papineau highlighted additional benefits for students, including the ability to utilize their home school's google account and bring their device from their school to our classrooms. Many schools are moving to a 1 to 1 these days and KACC will have a BYOD policy for students to accelerate technological advances for communication.
- c. Chromebooks: Mr. Papineau stated he was able to purchase used Chromebooks from Milford School District. Dr. Wakeley questioned the reasoning behind the purchase. Mr. Papineau stated the Chromebooks were in excellent shape - purchased for \$50 each. Everyone concurred this is a great price.

OTHER BUSINESS:

Mr. Uthe reminded everyone the next meeting of the KARVES/KACC Board will be on November 9th at 6:00 p.m. Location of the meeting is yet to be determined.

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