

Executive (KACC) Board Meeting  
KARVES Administrative Board of Control Meeting  
Thursday, August 11, 2016  
BrickStone Restaurant, 6:00 p.m.

*Members Present*

Bradley – Scott Wakeley  
Herscher – Dr. Richard Decman (KACC Board Vice Chairman) & Dave Ruder (KARVES Chair Pro-tem)  
Momence – Gary Miller & Sandra Illum  
Peotone – Steve Stein and Richard Uthe  
St. Anne – Charles  
Regional Office, Frank Petkunas

Director – Don Fay  
Assistant Director /Principal – Bosa Goodale  
Special Populations/Assistant Principal – Matt Kelley  
Recording Secretary – Alice Argyelan  
KACC/KARVES Bookkeeper – Dan Gesell

*Absent: Beecher, Central, Grant Park, Kankakee, Manteno*

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 11, 2016 at 6:10 p.m.

PUBLIC COMMENT

None.

CONSENT AGENDA

1-8: A motion was made by Mr. Uthe, seconded by Ms. Illum at 6:11 p.m. to approve the Consent Agenda including the following:

- a. Approval of minutes from July Regular Meeting of the Kankakee Area Career Center.
- b. Approval of Minutes from the May KARVES/KACC Combined Regular Meeting Minutes.
- c. Approval of Accounts Payable
- d. Approval of Financial Reports
- e. Approve reclassification of Danielle Jacques to Child Development/Preschool Lab Supervisor.
- f. Accept resignation of Cosmetology Instructor, Jennifer Newstadt
- g. Approve reclassification of Meghann Miller from part-time to full-time Cosmetology Instructor
- h. Approve hire of:
  - i. Tasha Swafford, Cosmetology Instructor (part-time)
  - ii. Emily Dahl, Career Coach (part-time)
  - iii. Melinda Hogan, Career Coach (part-time)
  - iv. Dawn Kleber, Paraprofessional for Auto Technology Program

## DIRECTOR'S REPORT

9. Director's Report: Mr. Fay provided an update on the electrical work needed in order to complete the new signage at the front of the school. Mr. Fay complimented the hard work of those employees of Ruder Electric and their suggested options to bring power to the signage site. Mr. Fay has also consulted with Com-Ed. In addition, Mr. Fay spoke of the many employee interviews which occurred over the summer months. In all, we have 9 new hires.

## DISCUSSION/ACTION ITEMS

10. Approve Annual Bus Lease with Cardinal Bus to provide a bus and an addition bus/driver for 2 days per week service for FY2017. Mr. Fay reported the contract/transportation agreement provides for a 1.5% increase in the cost from last year. Mr. Fay stated Cardinal Bus Lines, Inc. has provided KACC with a good level of service and have been flexible to meet our needs. A motion was made by Mr. Uthe, seconded by Mr. Stegall at 6:16 p.m. to approve the annual bus lease and transportation agreement for FY2017. Motion carried by unanimous roll-call vote.
11. Approve KARVES 2016 Fiscal Year Budget: Mr. Fay reviewed the budget. Both revenues, expenses and comparison of prior years were reviewed. The carry-over from FY2016 is \$138,500. CTEI revenue is similar to last year, with a slight increase in anticipated Perkins funds. A motion was made by Ms. Illum, seconded by Mr. Uthe at 6:19 p.m. to approve the KARVES' Budget for FY2017. Motion carried by unanimous roll-call vote.
12. Approve KACC Budget for Fiscal Year 2016: Mr. Fay reviewed the actual vs. budgeted expense for each fund account and the proposed budget amount for FY2017. Of note: KACC carry-over is \$1.6 million. Enrollment numbers have been strong allowing the school to operate with higher than expected revenue, yet being watchful, experiencing less expenses than were budgeted. Mr. Fay spoke briefly about Fund 20 and how the spreading the new construction over a 3-year period has effected both curriculum and budgeting. Dr. Decman questioned how many lots the Career Center still owns for future builds, to which Mr. Fay answered 5, all located in Prairie Chase Subdivision. Short discussion ensued about the potential to return the new home build within a 2-year period, altering the curriculum before breaking ground on the next house. Revenue reflects 670 in-district and 120 out-of-district students. Crete-Monee enrollment has doubled since last year. A motion was made by Mr. Uthe, seconded by Ms. Illum at 6:25 p.m. to approve the KACC budget for Fiscal Year 2017. Motion carried by unanimous roll-call vote.

## INFORMATIONAL ITEMS:

## 13. Principal's Report:

Student Enrollment: Ms. Goodale disseminated several reports highlighting student enrollment, including a breakdown by course, school and timeslot, highlighting areas of concern where enrollment has outpaced capacity. Ms. Goodale explained the likelihood of losing approximately 70 students or so by the 11<sup>th</sup> day. This often occurs for a variety of reasons, including students changing their minds, possibly no longer having room in their schedule for KACC, etc. Ms. Goodale is evaluating the need for additional staffing in the C.N.A. and Welding programs to ensure student-teacher ratios are in line to meet standards and ensure a safe learning environment. Dr. Decman questioned capacity in C.N.A. program. Ms. Goodale explained we are over capacity in the first morning slot only. IDPH mandates teacher-student ratios so she has a game plan to accommodate those additional students. Ms. Goodale also reported C.N.A. and Cosmetology Programs had mandatory Parent Meetings over the summer break. The students to be cut from the program if needed may be those who did not attend, nor follow up on meeting. Ms. Goodale has been accommodating parents with individual meetings over the summer months for those who were unable to attend the initial meeting.

## 14. Special Populations/Assistant Principal Report:

- a. Special Population Information Request: Mr. Kelley informed the board he has requested school counselors to provide him with special population information on any of their students attending the Career Center (IEP, 504 Plans, single parent, homeless, bottom 20% class rank, etc.). Mr.

Kelley intends to meet with each instructor at KACC to discuss accommodations necessary for the individual students affected. Information is due September 13<sup>th</sup> at the first Student Services Meeting.

- b. Outreach Tutors: Mr. Kelley stated KARVES' budget to once again provide Outreach Tutor services to member schools. The students receiving tutoring services must be CTE students (accounting, business, Ag, etc.) and not be KACC Learning Center students or receiving what might be considered a duplicate service. Letters offering these services will go out next week with a follow-up Outreach Tutor meeting planned for September 14<sup>th</sup>.
- c. Sophomore Day: Mr. Kelley reported Sophomore Day is scheduled for October 18<sup>th</sup>.
- d. Student Services Committee: The initial meeting this year is scheduled for September 13<sup>th</sup>.
- e. Staff Development: KACC Instructors were invited to a Curriculum Workshop today. 9 instructors came in and worked on their curriculum, assessing a variety of domains, and what parts of their curriculum needs to be enhanced this year. The traditional Teacher's Institute will be held next week on August 15 and 16, with students starting the 17<sup>th</sup>. Ms. Goodale reminded everyone ALL students are encouraged to start on the 17<sup>th</sup>, even if the home school is not yet in session, especially for those students who are in the Cosmetology and C.N.A. training program. There are a set number of program hours needing to be completed. Students attending prior to their home school start date must provide their own transportation unless their home school is providing a bus. Mr. Ruder questioned what students typically do in this instance. Ms. Goodale explained it is KACC policy to let these students drive themselves each day if their school is not in session.

ADJOURN:

There being no further business to discuss, a motion was made by Mr. Uthe, seconded by Ms. Illum at 6:39 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 roll-call vote.

As Recorded By: \_\_\_\_\_  
Sandra Illum, Secretary

Attested: \_\_\_\_\_  
David Ruder, Chairman Pro-tem