

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – December 8, 2009**

MINUTES

DATE AND TIME: Tuesday December 8, 2009
11:00 A.M.

LOCATION: 2201 Toronto Road, Conference Room
Springfield, IL

PRESENT:

Dr. Tom Bertrand
Superintendent
Rochester School District #3A

Ms. Tammie Bolden
Director of School Support
Springfield School District #186

Mr. David Bruno
Superintendent
Tri-City School District #1

Ms. Valerie Carr, Chair
Superintendent
New Berlin School District #16

Ms. Kathy Garrett
Superintendent
Auburn School District #10

Mr. Robert Gillum
Superintendent
Ball-Chatham School District #5

ALSO PRESENT:

Ms. Cindy Stover
Director

Mr. Alan Avery
Principal

Ms. Angela Anselm
CASPN Coordinator

Ms. Amy Estes
Business Manager

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:00 A.M. December 8, 2009, in the Conference Room, Capital Area Career Center, 2201 Toronto Road, Springfield, IL by Ms. Valerie Carr, Board Chair.

RECONGNITION OF VISITORS

None

APPROVAL OF MINUTES

A motion was made by Mr. Bruno to approve the Open and Closed Session minutes of the regular meeting of November 12, 2009. The motion was seconded by Ms. Bolden and carried with all members voting "aye."

BILLS PAYABLE

A motion was made by Mr. Bruno to approve the Bill Lists, as printed. The motion was seconded by Ms. Bolden and carried with all members voting "aye."

REPORTS***Chair's Report***

Ms. Carr requested that the Board's evaluation of the Director be discussed during Closed Session of the January 12, 2010 meeting.

CASPN Coordinator's Report

Ms. Anselm discussed enrollment numbers.

Orientation for the Class of 105 is January 21, 2010. Currently, 43 students have been accepted.

Graduation for the Class of 102 is December 18, 2009 at the Northfield Suites in Springfield.

The Advisory Committee Meeting will be held December 11th at noon.

Ms. Anselm and her staff have been working to get ready for the NCA Accreditation Visit that will be in April, 2010.

Principal's Report

Mr. Avery discussed enrollment numbers, as presented.

Mr. Avery discussed the discipline report, as presented. Several issues have come up regarding discipline when a weapon is involved. Further discussions are necessary and will be discussed in January. The Board directed Mr. Avery and Ms. Stover to review the current handbook policy regarding discipline and bring it to the January meeting.

CACC has started recruiting for next year. The tours that were held in November were very well attended. The UIS recruitment video is ready and will start to be used very soon.

Mr. Avery discussed security measures.

The Principal's Meeting has not been scheduled as of yet. One topic that will be discussed will be the comments from the School Survey given by Dr. Reynolds.

Director's Report**Seniority List**

Ms. Stover discussed the Seniority List, as presented.

Teacher Web Pages

Teachers were to have their web pages up to date by December 1st. An e-mail will go out to area Counselors, Principals, and Superintendents with instructions on how to check the teacher web pages.

Action Plan

Ms. Stover has reviewed the School Survey results and has presented an Action Plan. The Board has directed Ms. Stover to develop a Rubric that would include: enrollment trends from the past 4 years, program costs, which programs have dual credit and which do not, cost per pupil, labor market and retention. This information will be presented at the January meeting.

WIA Grant

CACC did not receive the WIA Grant. An agency that will train out of school youth in Medical records received the grant. There will be another RFP for class size and bridge programs in the near future. Ms. Stover and Ms. Kathy Lee, Lawrence Principal, are hoping to write this grant together,

ACTE Region III Award

Ms. Stover has received the ACTE Region III Award of Merit for 2008. The award, "In Recognition of Contributions to the Strength and Direction of Career and Technical Education." Region III is comprised of Illinois, Indiana, Missouri, Minnesota, Iowa, and Wisconsin.

ACTE Conference

This conference was held in Nashville on November 19-21, 2009. Ms. Stover attended many good sessions and brought back some new ideas and has shared some new Recruitment and PR ideas with the PR Committee. Ms. Stover also attended other sessions that related to Math in CTE, Literacy in CTE, Teaching Reading in CTE, Health Career Bio Medical Sciences, Building Alliances, Free and Open Source Software, and Certification.

Adult CNA Class

There are 20 students enrolled for the February class and 6 are on a waiting list.

UIS Rental

CACC has received a contract from UIS to rent Room 172 throughout the school year for Weatherization Workshops. The amount of the contract is \$12,590.

Access 4 Television

Deb Antoine, CACC Radio/TV Instructor, is interested in having her class take over the programming that is being dropped by Comcast. She is attending meetings and will keep Ms. Stover informed.

CWLP Lights Rebate Program

CACC will apply for funds to offset the cost of the motion sensor light switches.

CORRESPONDENCE

Vose to Fitzgerald
Byars to Anselm
Antonellis to Stover
Stover to Staff
Schmidt to Stover

NEW BUSINESS***Hire Personnel***

A motion was made by Mr. Gillum to approve personnel changes, as follows:

Jeff Hickman - CASPN 2/3 time Clinical Instructor @ A9
Joan Johnson - CASPN Clinical Instructor @ E12
Jean Skubbe - CASPN Clinical Instructor @ E14
Jean Taylor - CASPN Clinical Instructor @ E14

The motion was seconded by Mr. Bruno and carried with the following vote: Those voting "aye" Carr, Garrett, Gillum, Bertrand, Bruno, Bolden; Those voting "no" none.

Accept Resignations

A motion was made by Dr. Bertrand to accept the resignations of Culeta Byars, CASPN 2/3 time Clinical Instructor, and Amy Schmidt, CACC Bookkeeper/Director’s Secretary. The motion was seconded by Mr. Bruno and carried with all members voting “aye.”

Amend Calendar- District #186 Last Day of Student Attendance will be December 15, 2009

A motion was made by Dr. Bertrand to approve amending the calendar to reflect ½ day Teacher In-Service Day on December 16, 17, and 18. The motion was seconded by Mr. Bruno and carried with all members voting “aye.”

Approve FY09 Audit

A motion was made by Dr. Bertrand to approve the FY09 Audit, as presented. There were no findings and the fund balance has increased. The motion was seconded by Mr. Bruno and carried with all members voting “aye.”

Custodian Evaluation Form

The Board directed Ms. Stover to have the attorney review the form.

FOI Officer

A motion was made by Dr. Bertrand to approve Ms. Stover as the FOI Officer. The motion was seconded by Mr. Bruno and carried with all members voting “aye.”

MISCELLANEOUS

Next Executive Council Meeting – January 12, 2010 @11:00 A.M

ADJOURNMENT

A motion was made by Dr. Bertrand to adjourn the meeting. The motion was seconded by Mr. Bruno and carried with all members voting “aye.”

The meeting adjourned at 12:27 P.M.

Secretary, Executive Council

Date Approved