

**CAPITAL AREA CAREER CENTER  
Executive Council  
Regular Meeting – February 13, 2018**

**MINUTES**

**PRESENT:**

Dr. Tom Bertrand	Rochester School District #3A
Mr. Adam Ehrman	New Berlin School District #16
Ms. Jill Larson	Tri-City School District #1
Dr. Scott Laird	Athens School District #213
Mr. Darren Root	Auburn School District #10
Dr. Douglas Wood	Ball Chatham School District #5 (Arrival 11:09 a.m.)

**ABSENT:**

Ms. Cheree Morrison	Springfield School District #186
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**ALSO PRESENT:**

Mr. Wes Aymer	CACC Principal
Ms. Jodi Ferriell	CACC Director
Ms. Dianne Hacker	CASPN Nurse Administrator
Ms. Leona Pacheco	CACC Business Manager

**1. CALL TO ORDER**

The regular meeting of the Capital Area Career Center Executive Council was called to order at 11:01 a.m. February 13, 2018 in the Capital Area Career Center Conference Room, 2201 Toronto Road, Springfield, IL by Ms. Jill Larson, Chair.

**2. RECOGNITION OF VISITORS**

Kim Barnes, CACC Instructor  
 Josh Jennings, CACC Instructor  
 Dave Spann, CACC Board of Control President, North Mac School District

**3. PUBLIC COMMENT**

None

**4. CONSENT AGENDA**

A motion was made by Dr. Bertrand to approve the Open and Closed Session minutes of the regular meeting of January 9, 2018 as well as the Bills and Financial Reports for February 2018. The motion was seconded by Mr. Root. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Root  
 Those members voting "nay": None

**5. REPORTS**

**5.1. CASPN Nurse Administrator**

- 5.1.1. Ms. Hacker discussed enrollment.
  - 5.1.1.1. Class 122 began on February 6 with an enrollment of 61 students.
  - 5.1.1.2. Class 121 has 55 students.
  - 5.1.1.3. Class 120 graduated in December and has an unofficial pass rate of 95% with 59 of 62 students passing their exam.

**5.2. Principal**

- 5.2.1. Mr. Aymer discussed enrollment. All enrollment is now online and began on February 1.

- 5.2.2. Mr. Aymer discussed the Open House held on February 8. There was a great turn out of prospective and current families. Ms. Larson stated she was in attendance and was very impressed.
- 5.2.3. Mr. Aymer announced the final revisions are being made to the student handbook.
- 5.2.4. Mr. Aymer stated changes are being made for the new safety plan. All staff radios were recently reprogrammed with an emergency channel for all staff and a maintenance only channel. Ms. Larson inquired about numbering doors and windows. Mr. Aymer stated he and Ms. Ferriell are discussing this option.
- 5.2.5. Mr. Aymer shared the discipline report, as presented.
- 5.2.6. Mr. Aymer distributed the January Student of the Month list.
- 5.2.7. Mr. Aymer announced the January Staff Member of the Month is Jeri Fuess, Teacher Aid in the Learning Resource Center.
- 5.2.8. Mr. Aymer announced there will be no school on February 19<sup>th</sup> in observation of President's Day and March 5<sup>th</sup> for Pulaski Day.

### 5.3. Director

- 5.3.1. Ms. Ferriell discussed the procedure for policy updates. Currently the Board of Control approves both readings of policy updates. Ms. Ferriell suggested the Executive Council approve the first reading and the Board of Control approve the second reading. For the current policy updates, Ms. Ferriell would like to request approval for the first reading with the addition of Policy 8.70 which outlines requirements for an ADA accessible website. There were no objections to this suggested procedure from any members present. Mr. Ehrman suggested presenting a summary of policy updates at the first reading. All council members present approved the first reading of the suggested policy updates.
- 5.3.2. Ms. Ferriell discussed the need for a new work truck. The current truck is 23 years old and will not start. Ms. Ferriell presented 3 bids for a new truck. Landmark Ford has the contract with state organizations so its bid is the lowest at \$24,837 for a 2018 Ford F250. Ms. Ferriell suggests we accept the Landmark Ford bid.
- 5.3.3. Mr. Ferriell shared the Registration form for private and homeschooled students. Paper copies of this form have been sent to the private schools. Ms. Ferriell suggests this form also be used for homeschooled students. This form will be sent to the school counselors and also be accessible on the CACC website. The main issue with accepting homeschooled students is determining the course of action when a discipline issue arises.
- 5.3.4. Ms. Ferriell discussed the availability of Activity Room B. It is currently set up to allow distance learning and could provide a solution for schools with teacher shortages.
- 5.3.5. Ms. Ferriell reminded the council members of the State Journal Register's Readers' Choice awards. If CACC has been nominated, voting begins on February 25.
- 5.3.6. Ms. Ferriell announced she will be attending the state IACTE conference on February 15 and 16. Ms. Ferriell is the treasurer of this organization.

## 6. OTHER BUSINESS

### 6.1. Approval of Work Truck Bid

Dr. Bertrand made a motion to accept the Landmark Ford bid for a 2018 Ford F250 work truck. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those voting "aye":	Bertrand, Ehrman, Laird, Larson, Root, Wood
Those members voting "nay":	None

## 7. CLOSED SESSION

Dr. Bertrand made a motion to go into Closed Session. Dr. Laird seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0. Closed session began at 11:19 a.m.

Those voting "aye":	Bertrand, Ehrman, Laird, Larson, Root, Wood
Those members voting "nay":	None

**8. RETURN TO OPEN SESSION**

Dr. Bertrand made a motion to return to Open Session. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0. Open session reconvened at 11:30 a.m.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Root, Wood  
Those members voting "nay": None

**9. ACTION ON CLOSED SESSION ITEMS**

**9.1. Personnel Recommendations**

Dr. Wood made a motion to approve the personnel recommendations as presented. Dr. Bertrand seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Root, Wood  
Those members voting "nay": None

**9.2. Employee Retirement Request**

Dr. Bertrand made a motion to deny the request of Employee A (as identified in closed session) for retirement incentive. Mr. Ehrman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

Those voting "aye": Bertrand, Ehrman, Laird, Larson, Morrison, Root  
Those members voting "nay": None

**10. ANNOUNCEMENTS**

The next regular Executive Council Meeting will be on Tuesday March 13 at 11:00 a.m.

**11. ADJOURNMENT**

A motion was made by Mr. Root to adjourn the meeting. The motion was seconded by Dr. Laird. The motion was carried with all members voting "aye". The meeting adjourned at 11:32 a.m.

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Recording Secretary, Executive Council

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Date Approved