

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – March 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
Ms. Cheree Morrison	Springfield School District #186
Mr. Darren Root	Auburn School District #10
Dr. Douglas Wood	Ball Chatham School District #5 (Departure 11:51 a.m.)

ABSENT:

Dr. Scott Laird	Athens School District #213
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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 11:05 a.m. March 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

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 February 13, 2018 as well as the Bills and Financial Reports for March 2018. The motion was seconded by Mr. Root. Upon a roll call vote being taken, the vote was Aye: 6 Nay: 0. The motion carried 6 – 0.

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

5. REPORTS

5.1. CASPN Nurse Administrator

5.1.1. Ms. Hacker discussed enrollment as presented.

5.2. Principal

5.2.1. Mr. Aymer discussed FY19 enrollment. It is approximately 95% completed. Mr. Aymer discussed the enrollment report included in the packet. There was a significant drop of students from Semester 1 to Semester 2 this school year. Mr. Aymer explained this was due in part to discipline issues and students failing classes at their home school. This issue will be further investigated by Mr. Aymer.

5.2.2. Mr. Aymer shared the discipline report, as presented.

5.2.3. Mr. Aymer will be distributing the February Student of the Month list to all schools.

- 5.2.4. Mr. Aymer announced CACC is nominated for the State Journal Register's Readers' Choice Awards in the categories of Best Trade School, Best Learning Center, and Best Teacher (Josh Jennings, EMS).
- 5.2.5. Mr. Aymer announced the March Staff Member of the Month is Janis Rose, Cisco Instructor.
- 5.2.6. Mr. Aymer announced there will be no school March 30 – April 8 for Spring Break and no school April 20 due to the Skills USA competition.

5.3. Director

- 5.3.1. Ms. Ferriell discussed a new work truck. In the February 2018 Executive Council meeting, the council voted to accept a bid from Landmark Ford for a new 2018 Ford F250 for \$24,837. However, CACC is not eligible for fleet pricing because we do not have a fleet number. A used dump truck was located for purchase and this information is in the packet. This truck has since been sold. Ms. Ferriell requests authorization to purchase a used truck when one is located rather than waiting until the next council meeting for approval.
- 5.3.2. Ms. Ferriell reviewed the enrollment comparison data and chart included in the packet. There is typically a 10 – 20% drop from the number of applications to Semester 1 enrollment. This year was unusual as the Semester 2 enrollment dropped 100 students from Semester 1. Discussion followed as to why this is happening and how to prevent it in the future. Ms. Larson suggested contacting the high school counselors to confirm enrollments. Ms. Morrison suggested overbooking classes, then adjust the class sizes by the 10th day of the semester. Mr. Ehrman pointed out that the counselors may not be aware of the large drop of enrolled students. Mr. Aymer stated he would work on increasing the retention rate here at CACC as well as communicate and meet with the high school counselors. Ms. Larson suggested visiting the counselors at each school. Ms. Morrison suggested Mr. Aymer could get on the schedule for counselor days at the Springfield schools. Ms. Ferriell stated there were errors present in the 2016-2017 school year enrollment data, possibly 30-40 students.
- 5.3.3. Ms. Ferriell reviewed the 2018-2019 Enrollment.
- 5.3.4. Ms. Ferriell discussed the FY18 Amended Budget.
- 5.3.5. Ms. Ferriell proposed a surplus property auction to be held April 16-17, 2018. The auction will be advertised internally and to the participating school districts. If an item doesn't sell, the item will be sold for scrap if offered a fair price.
- 5.3.6. Ms. Ferriell announced she attended a Springfield Chamber of Commerce luncheon and discussed manufacturing jobs. Even though CACC doesn't offer a manufacturing class, several job skills currently taught at CACC can be used in manufacturing positions. Bunn-O-Matic Corporation will be conducting interviews at CACC on March 22 and are requesting applicants who are mechanically inclined. Ms. Ferriell would like to offer a Robotics class in the near future that would correlate more directly with manufacturing.
- 5.3.7. Ms. Ferriell discussed the new Every Student Succeeds Act (ESSA) and Illinois' Career Cluster Model. Ms. Ferriell distributed cards explaining the different certifications for career clusters. CACC offers 11 of the 20 certifications outlined.

6. OTHER BUSINESS

6.1. Approval of Work Truck Purchase

Dr. Bertrand made a motion to authorize CACC to purchase a used work truck not to exceed \$24,999.99. Mr. Root 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, Larson, Morrison, Root, Wood
Those members voting "nay":	None

6.2. Approval of FY18 Amended Budget for April 2018 Budget Hearing

Mr. Ehrman made a motion to approve the FY18 Amended Budget for the April 2018 Budget Hearing. Dr. Bertrand seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

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

6.3. Approval of Auction of Surplus Property

Ms. Morrison made a motion to approve the Auction of Surplus Property on April 16-17, 2018. Dr. Bertrand seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

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

6.4. Approval of Pehlman & Dold Engagement for FY18 Audit

Mr. Root made a motion to approve the engagement of Pehlman & Dold for the FY18 Audit. Mr. Ehrman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

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

7. CLOSED SESSION

An additional exception will be added to today's closed session due to an incident involving security at approximately 9:30 a.m. on March 13, 2018. The additional exception is as follows:

- 7.2** Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
 5 ILCS 120/2(c)(8).

Ms. Morrison made a motion to go into Closed Session. Dr. Bertrand seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0. Closed session began at 11:54 a.m.

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

8. RETURN TO OPEN SESSION

Mr. Ehrman made a motion to return to Open Session. Mr. Root seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0. Open session reconvened at 12:21 p.m.

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

9. ACTION ON CLOSED SESSION ITEMS**9.1. Personnel Recommendations**

Dr. Bertrand made a motion to approve the personnel recommendations as presented and also to approve hiring of Security Personnel as needed for the remainder of the school year. Mr. Ehrman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 5 Nay: 0. The motion carried 5 – 0.

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

10. ANNOUNCEMENTS

The next regular Executive Council Meeting will be on Tuesday April 10 at 11:00 a.m.

11. ADJOURNMENT

A motion was made by Dr. Bertrand to adjourn the meeting. The motion was seconded by Mr. Root. The motion was carried with all members voting "aye". The meeting adjourned at 12:23 p.m.