

**CAPITAL AREA CAREER CENTER
Executive Council
Regular Meeting – August 14, 2018
MINUTES**

PRESENT:

Ms. Jill Larson	Tri-City School District #1
Mr. Darren Root	Auburn School District #10
Dr. Lance Thurman	Rochester School District #3A
Dr. Douglas Wood	Ball Chatham School District #5

ABSENT:

Mr. Adam Ehrman	New Berlin School District #16
Dr. Scott Laird	Athens School District #213
Ms. Cheree Morrison	Springfield School District #186

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 11:00 a.m. August 14, 2018 in the Capital Area Career Center Conference Room, 2201 Toronto Road, Springfield, Illinois by Ms. Jill Larson, Chair.

2. RECOGNITION OF VISITORS

None

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

Ms. Larson proposed adding Item #6.2 "Approve the CASPN Class #123 Calendar and Student Handbook and Class #124 Calendar" to the existing agenda. Dr. Thurman made a motion to add Item #6.2 to the Agenda. Dr. Wood seconded the motion. All members present voted "aye".

A motion was made by Dr. Wood to approve the Open and Closed Session minutes of the regular meeting of July 10, 2018 and Bills and Financial Reports for August 2018. The motion was seconded by Mr. Root. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0.

Those voting "aye": Larson, Root, Thurman, Wood

Those members voting "nay": None

5. REPORTS

5.1. CASPN Nurse Administrator

5.1.1. Ms. Hacker discussed enrollment. Class 122 currently has 58 students with 3 returning students joining the class in July. Class 123 beginning on August 21 has 65 students enrolled. The maximum number of students according to the fire marshal is 65. An additional exit door was installed in the CASPN classroom so the maximum number could increase.

5.1.2. Ms. Hacker discussed the proposed calendars. CASPN's calendar closely resembles the CACC calendar. One exception to this is November 9. CACC doesn't have school in honor of Veteran's Day and CASPN will have their career fair that day in the commons area.

5.1.3. Ms. Hacker presented the Class 123 CASPN Student Handbook.

5.2. Principal

5.2.1. Mr. Aymer announced the enrollment for the 18-19 School Year is 827. This number has fluctuated and at one time was 890.

- 5.2.2. Mr. Aymer reviewed class changes:
 - 5.2.2.1. Add Fire Science PM only
 - 5.2.2.2. Add HVAC AM and PM
 - 5.2.2.3. Change Radio/TV to PM only
- 5.2.3. Mr. Aymer reviewed building changes within CACC
 - 5.2.3.1. Robert Ferriell' office moved to Student Services
 - 5.2.3.2. Mr. Aymer switched offices within Student Services
 - 5.2.3.3. CNA now has a dedicated Skills Lab
- 5.2.4. Mr. Aymer stated new teacher orientation will be held on August 15 and all teachers will report August 16 and 17.
- 5.2.5. Mr. Aymer announced Meet the Staff Night will be August 30. This replaces the fall Open House.
- 5.2.6. Mr. Aymer reminded everyone there is no school on September 3 for Labor Day.

5.3. Director

- 5.3.1. Ms. Ferriell reviewed improvements made over the summer including LED lighting for the shops, landscaping, painting, and new carpet.
- 5.3.2. Ms. Ferriell discussed the need for a new procedure for purchasing used cars for Auto Tech classes. The instructor currently purchases the cars as they become available. Ms. Ferriell would like to change the policy to allow CACC to directly purchase the cars without board approval. The maximum amount to be spent on cars would be \$5,000 annually.

6. NEW BUSINESS

6.1. Authorization for Auto Tech Car Purchases

Mr. Root made a motion to authorize CACC to purchase used cars for Auto Tech without board approval, not to exceed \$5,000 annually. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0.

Those members voting "aye": Larson, Root, Thurman, Wood

Those members voting "nay": None

6.2. Approval of CASPN Class #123 Calendar and Student Handbook and Class #124 Calendar

Dr. Thurman made a motion to approve CASPN Class #123 Calendar and Student Handbook and Class #124 Calendar. Mr. Root seconded the motion. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0.

Those members voting "aye": Larson, Root, Thurman, Wood

Those members voting "nay": None

7. CLOSED SESSION

Dr. Thurman made a motion to go into Closed Session. Dr. Wood seconded the motion. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0. Closed session began at 11:12 a.m.

Those members voting "aye": Larson, Root, Thurman, Wood

Those members voting "nay": None

8. RETURN TO OPEN SESSION

Dr. Wood made a motion to return to Open Session. Dr. Thurman seconded the motion. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0. Open session reconvened at 11:19 a.m.

Those members voting "aye": Larson, Root, Thurman, 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. Mr. Root seconded the motion. Upon a roll call vote being taken, the vote was Aye: 4 Nay: 0. The motion carried 4 – 0.

Those members voting "aye": Larson, Root, Thurman, Wood

Those members voting "nay": None

10.ANNOUNCEMENTS

10.1. The next regular Executive Council Meeting will be Tuesday September 11 at 11:00 a.m.

11.ADJOURNMENT

A motion was made by Mr. Root to adjourn the meeting. The motion was carried with all members voting "aye". The meeting adjourned at 11:20 a.m.

Recording Secretary, Executive Council

Date Approved