

LINCOLN-WAY AREA SPECIAL EDUCATION
Joint Agreement District 843

MINUTES
Regular Meeting, March 21, 2017

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, IL 60423, at 7:00 p.m. on the 21st day March, 2017.

A. ROUTINE MATTERS

Roll Call

Present: Stacy Cesta (District #159), Edie Adamski (District #157C), Pam Kohlbacher, (District #161), Ron Lullo (District #210)

Absent: Mark Gray (District #114)

Staff Present: Sarah Rexroad, Director
Colleen Wronski, Business Manager

Visitors Present: Patsy Bodach, Speech Pathologist
Judy Boyens, Supervisor
Carolyn Brescia, Supervisor
Marie Goulet, Principal, Mackay Center
Sue Kaczmarczyk, Principal, Pioneer Grove
Holly Kasper, Teacher

B. PUBLIC COMMENT

Mrs. Rexroad acknowledged the retirement of Mrs. Cheryl Della Penna for 24 years of service to the Cooperative.

C. CONSENT AGENDA

Acting on the recommendation of the Director, Pam Kohlbacher moved, seconded by Ron Lullo, for the Governing Board to ratify the Consent Agenda as follows:

1. Approval of February 28, 2017 Regular and Closed Session Minutes
2. Approval of Financial Statement
3. Approval of Current Payables
4. Approval of Personnel Items
 - a. Resignation
Non-Certified
Gwendolyn Sidebottom, bus monitor, effective March 6, 2017.
 - b. Employment
Non-Certified
Thomas Jones, bus driver, at a rate of \$14.00 per hour, effective March 14, 2017

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

D. REPORTS

1. Administrators' Reports
 - a. ACCESS and Transportation –Ms. Brescia
ACCESS PROGRAM
A student from the Wilson Creek class was honored at the Outstanding Student Technology Award Celebration at the Odyssey Country Club. Photos of the ceremony were provided for the Board Members. A video of the event will be presented at a future board meeting. A student received a character award for responsibility at Wilson Creek this week. The Anna McDonald class will join the regular education classes for spring parties. Quarterly report cards will go home this week. The students also acknowledged Down Syndrome Day. A Mokena Junior High student joined the Meteor

track team. The same student is on the LWSRA basketball team and competed this past weekend and placed first in State. All of the Mokena Junior High class students were represented at the ArtWorks 2017 art fair on March 18 at Lincoln-Way East. Today the entire school participated in World Down Syndrome Day. Mrs. Brescia instructed a full certification CPI class on March 10 for District 210 staff.

TRANSPORTATION

Ms. Brescia reported there are 109 staff members: There are 541 students being transported by 73 bus drivers and 36 monitors.

b. Mackay Center – Marie Goulet

Mrs. Goulet indicated that the Mackay Center today held "Decades Day." *Ice Cream Sundae Day* was celebrated in February. Students have been working on their community service hours. They volunteered at the annual Peace Lutheran Preschool sale, as well as at Lincoln-Way Central for the special games. This week the juniors are visiting Joliet Junior College to check out the programs. The DORS meeting is being set up for the seniors who are leaving to see if they are eligible. Illinois Science Assessment is scheduled to be administered tomorrow for the freshman. The SAT will be administered after the students return from break. CPI refreshers were conducted for staff last week on the Institute Day. Student athletes have finished their wrestling season, two are now on the track and field team, and one student is in a musical. Mrs. Goulet expressed thanks to Mrs. Cesta for her donation of arts and crafts supplies for the students. The Art Club that meets after school on Tuesdays was very grateful.

c. Pioneer Grove – Sue Kaczmarczyk

Mrs. Kaczmarczyk stated the students celebrated Dr. Seuss's birthday. April 8th will be the annual Easter egg hunt. Cerebral Palsy Awareness Day was celebrated this month. Report cards and goal updates were sent home at the end of the quarter. The staff had CPR training and reviewed MENTA moves on the Institute Day.

The DLM window has opened and the alternative assessment for the State is underway. Five families attended a meeting at Pioneer Grove regarding an assistive technology system. The students use sophisticated software with voice output devices. A Cooperative speech/language pathologist, provided information regarding the software use. The families were taught more about the software so they can utilize the devices at home with the students. A high school helper will experience his last day working at Pioneer Grove. He is aging out of services. Another high school helper has been accepted in a special education program for high functioning asperger students at IU. The student has shown great improvement by working at Pioneer Grove. Currently Mrs. Kaczmarczyk has a speech intern student from St. Mary's University in Indiana working at Pioneer Grove, as well as two student nurses from St. Xavier University. Over the last two weeks, Mrs. Kaczmarczyk she has been approached by both member and out of district parents for tours of Pioneer Grove. Today the staff recognized World Down Syndrome Awareness day.

d. SELF – Judy Boyens

Dr. Boyens stated one of the SELF students was a LWSRA gold medal winner. One of the student trips this month was to Feed My Starving Children. This is a community service project to make food packs for children in third world countries. The families and students donated \$150 and the students got to prepare the packages. Three out of five classrooms have completed PARCC testing. The Illinois Science Assessment will be administered by March 24. Today fifth graders went to Argonne National Laboratory. Second graders visited the Bulls/Sox Academy in Lisle. Dr. Boyens is planning for next year with the help of a grant available through the ROE. She has been working with ROE to connect her teachers with the curriculum of Districts 159 and 157C where the SELF program will be moving to next year. Dr. Boyens indicated that the planning for this year's ESY is full force. SELF has participated in the District 122 Principal's 200 Club. This is a positive-behavior reward system where if a student is caught doing good, there will be a reward. One of the SELF

students won and will be participating in a group game with ten other students. Dr. Boyens indicated that the planning for this year's ESY is in full force.

2. Finance Report

Business Manager's Report

Mrs. Wronski indicated that the member districts received their last bill in February for services for the year. The only future bill they would receive would be for substitute use or adding or subtracting students until the end of the year. She should know in May the status of all the Cooperative programs and be able to true up the bills before the end of the year. She provided this information to all of the Business Managers. The districts are submitting expenditure reports for their IDEA money. Mrs. Wronski did speak about being timelier with the expenditure reports and all the Business Managers agreed to do so. She did receive an email from ISBE that the plan right now is for one personal reimbursement for the year, and the Cooperative probably will not receive it until June. The Cooperative budgeted for two and typically do receive three within a year.

Several board meetings previous there was discussion about going out for bid for a new auditor. Many member districts have gone out for bid and have seen large increases. It was decided to stay with the current Cooperative auditor for the next two years and this item is on the agenda for action, with no significant increase.

Building and Grounds

We have completed some repairs on the playground. She has a quote for installation of a new platform swing of \$5,500. Mrs. Wronski has to obtain more information before she provides the quote to the Pioneer Grove PSO. The company will not install a used swing. Since the initial conversation regarding the purchase and installation of a swing, the PSO has purchased other items with their money. Based on what funds are left and how much it will cost, the PSO may not have enough to cover this expense. This was discussed at the last PSO meeting by Mrs. Kaczmarczyk. Mrs. Cesta stated that some processing procedures need to be put in place for the PSO. She indicated that the process is not just the donation of an item to 843. There needs to be details of either a purchase or donation due to liability issues and additional costs.

PG went over their 10 year life safety plan. There are 9 items in the plan. The biggest item is the parking lot resurfacing which is not an immediate need and can happen anytime in the next 10 years. There is nothing that is in immediate need to complete. The other items are small and can be built into the budget every year at \$10,000 to \$20,000 increments.

At the next board meeting Mrs. Wronski will provide a 5 year outlook to plan. The biggest item is to address one of the bathrooms that does not have proper drainage.

At Mackay all of the items have been completed except for two, and the report will be submitted to the ROE by the end of the month.

Several board meetings previous there was discussion about going out for bid for a new auditor. Many member districts have gone out for bid and have seen large increases. It was decided to stay with the current Cooperative auditor for the next two years and this item is on the agenda for action, with no significant increase.

3. Director's Report

a. Review of Advisory Committee Minutes – March 13, 2017

Mrs. Rexroad presented the minutes from the March 13, 2017 Advisory Meeting.

b. Program & Classroom Update

Mrs. Rexroad reviewed the enrollment in the programs.

Pioneer Grove: Budgeted: 47 Currently: 51

Mackay Center: Budgeted: 32 Currently: 39

SELF:	Budgeted: 31	Currently: 33
ACCESS:	Budgeted: 13	Currently: 15
Transportation:		Currently: 539

c. Technology Report

Mrs. Rexroad reported that Mr. Furgason has made a recommendation to purchase laptops and desktops to replace the oldest equipment in the replacement cycle. This is an action item later in the agenda. Last July the Board approved the purchase of these items. Mrs. Rexroad reviewed the scheduled replacements. After reviewing the items with the program supervisors and Mr. Furgason, it was determined to revise the original request for purchases. The current quote Mrs. Rexroad received is less than what was requested in July. They will also be using the Asset Panda Replacement system for the Cooperative equipment. Mr. Furgason is now working on The VOIP switch. The wireless system has been completed at Pioneer Grove, Mackay, and the House. The smart boards are assembled and complete.

d. Infinitec Agreement for FY18

Mrs. Rexroad that we have an agreement with Infinitec for assistive technology services. All of the member districts use this service as well. The participation fee in the renewal of this service has increased from 55 cents per student to 60 cents per student. This fee has not increased in ten years. In speaking with the special education directors at their monthly meeting, they were all in agreement and enthusiastic to renew the membership. Mrs. Rexroad will place this membership renewal on the April agenda for approval.

e. The House

Mrs. Rexroad indicated that there have been previous discussions regarding the use of the House. She provided a use calendar for the month of February. She spoke with the Superintendents and the Directors of Special Education in their meeting yesterday about the use of the house, such as for other programs or things that the Cooperative should be developing for the House. No one had any ideas for consideration. Mrs. Rexroad stated that the maintenance costs for the House ran between \$12,000 and \$14,000 last year. Mrs. Rexroad feels that the Pioneer Grove students are receiving the benefit of the House. Should enrollment increase at Pioneer Grove serving students from 3 to 22, there are no classrooms available for use. She speculated that the space on the upper level at Pioneer Grove might need to be used for classrooms and the administrative offices could be moved to the House.

f. Pioneer Grove PSO

Mrs. Rexroad indicted that Mrs. Cesta asked for some research regarding the PSO and separation of funds between District 843 and the PSO. She previously had a conversation with the attorney regarding this topic and was informed the PSO should be a separate entity. Mrs. Wronski stated there are websites that are officially recognized that can help a group organize and set up a parent and/or student organization. That would involve dues and an official board. The PSO funds are currently in a Cooperative student activity account. The receipts run through the Cooperative bookkeeper. The attorney advised the PSO should maintain their own separate account, as well as liability insurance. The Lincoln-Way Area Special Education Foundation is a separate entity and under Section 501(c)(3) of the Internal Revenue Code with their own liability insurance. Procedures would need to be set up for the PSO concerning donations to the Cooperative. Mrs. Rexroad asked the attorney what it would take to have two separate organizations. If the Cooperative chooses to have the PSO be a separate entity, Mrs. Rexroad would send a letter drafted by the attorney to the PSO asking them where their funds should be sent. Regardless of whether separation occurs, There would also be the development of a preapproval system. If the PSO wanted to make a purchase and/or donation to the Cooperative that should be approved by Mrs. Rexroad and/or the Governing Board.

g. Governance

Mrs. Rexroad indicated that she previously provided information from the attorney regarding Governance. The Advisory Committee stated that it is the Governing Board's decision. Mrs. Cesta polled the Governing Board to see if they wanted to change the structure. The consensus was that the current arrangement works and not to make a change. Mrs. Rexroad indicated it is the Governing Board's decision. Mrs. Cesta stated the Governing Board should continue to remember what is in the Articles of Agreement and Bi-Laws and what advice or decisions the Advisory Committee, Mrs. Rexroad, and the Governing Board are to make. Mrs. Rexroad also added that if business happens between the Advisory Committee and the Governing Board meetings that the Director does not have to wait a cycle to address the matter. Mrs. Cesta stated that it is official to keep the Governance as it is.

h. FMLA

Jacqueline Galligan, bus driver, effective April 21, 2017 for up to 12 work weeks.

i. FOIA

Steven Wahlert, March 14, 2017, requesting District 843 transportation revenues and expenses for FY15 and FY16.

E. CLOSED SESSION

A motion was made by Ron Lullo and seconded by Pam Kohlbacher to move to closed session at 8:06 p.m. for the purpose of discussing:

A. The appointment, employment, compensation, or dismissal of specific employees of the Cooperative

B. Litigation

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

OPEN SESSION

A motion was made by Ron Lullo and seconded by Edie Adamski to return to open session at 9:02 p.m. On voice vote the motion carried.

F. OLD BUSINESS

No Old Business

G. NEW BUSINESS

No New Business

H. ACTION ITEMS

1. Contractual Continued Service

A motion was made by Pam Kohlbacher and seconded by Ron Lullo to approve the following staff For contractual continued service (tenure) for the 2016-20176 school year:

Eric Pistek Social Worker

Jennifer Holt Teacher

Emily Leitschuh Teacher

Lisa Wheeler Teacher

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

2. Interagency Agreement - HI

A motion was made by Pam Kohlbacher and seconded by Edie Adamski that the Governing Board approve the Interagency Agreement between District 843 and Herscher CUSD #2 for services delivered at a cost of \$1,951.43 from March 13 and concluding on June 30, 2017.

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

3. Contract Amendment

A motion was made by Pam Kohlbacher and seconded by Ron Lullo that the Governing Board approve the addition of two (2) days to the Vision and O&M Itinerant Technical Supervision Agreement at \$485.00 per day for the 2016-17 school year.

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

4. Policy Update – Educational Support – 5:330 – First Reading

A motion was made by Pam Kohlbacher and seconded by Edie Adamski that the Governing Board review the update of Policy 5:330 for a first reading. All members voted Aye. Motion carried.

5. Audit Services 2017 and 2018

A motion was made by Ron Lullo and seconded by Pam Kohlbacher that the Governing Board approve the audit services from Evans, Marshall & Pease, P.C. for the 2017 school year at \$10,200 and 2018 at \$10,300.

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

6. Technology

A motion was made by Pam Kohlbacher and seconded by Edie Adamski that the Governing Board approve the contract with Dell for the purchase of desktop and laptop computers for a total amount of \$19,330.70.

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

7. Secretary Pro Tem

A motion was made by Stacy Cesta and seconded by Pam Kohlbacher to approve Edie Adamski as Secretary Pro Tem.

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

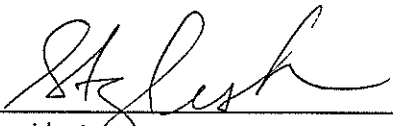
I. NEXT MEETING

April 25, 2017– 7:00 p.m. – Pioneer Grove Educational Center


J. ADJOURNMENT

A motion was made by Pam Kohlbacher and seconded by Ron Lullo that the meeting be adjourned. All members voted Aye. Motion carried. President Cesta declared the meeting adjourned at 9:12 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant



President



Secretary Pro Tem