

**LINCOLN-WAY AREA SPECIAL EDUCATION
Joint Agreement District 843**

MINUTES

Regular Meeting, August 23, 2016

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 23rd day August 2016.

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
Cheryl Della Penna, Administrative Assistant

Visitors Present: Judy Boyens, Supervisor
Marie Goulet, Principal, Mackay Center
Sue Kaczmarczyk, Principal, Pioneer Grove
Dawn Roiland, Teacher

B. RECESS REGULAR MEETING AND CONVENE PUBLIC HEARING ON 2016-2017 BUDGET

A motion was made by Pam Kohlbacher and seconded by Ron Lullo to recess the meeting and convene a Public Hearing on the 2016-2017 budget.

Voting Aye: Cesta, Adamski, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

The Public Hearing meeting was convened by President Cesta at 7:02 p.m.

Roll Call

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

Board President Cesta asked if the Governing Board members wanted to make any comments. There were no Governing Board member comments. President Cesta asked if there were any public comments. Hearing none, President Cesta asked for a motion to adjourn the Hearing.

A motion was made by Ron Lullo and seconded by Pam Kohlbacher to close the Public Hearing on the 2016-2017 budget.

Voting Aye: Cesta, Adamski, Kohlbacher, Lullo

Motion carried: 4 Aye, 0 Nay

The Public Hearing was closed at 7:04 p.m.

C. REGULAR MEETING RECONVENED

The regular meeting was reconvened by President Cesta at 7:04 pm.

Roll Call

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

D. PUBLIC COMMENT

E. CONSENT AGENDA

1. Approval of the July 26, 2016 Regular and Closed Session Minutes
A motion was made by Pam Kohlbacher and seconded by Ron Lullo to approve the July 26, 2016 Regular and Closed Session Minutes.
Voting Aye: Adamski, Kohlbacher, Lullo
Voting Abstain: Cesta
Motion carried: 3 Aye, 1 Abstain

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:

2. Approval of Financial Statement
3. Approval of Current Payables
4. Approval of Personnel Items
 - a. Resignation
 - Carol Malcom, registered nurse/paraprofessional, effective August 15, 2016.*
 - Emmanuel Noisette, bus driver, effective June 2, 2016.*
 - Amanda Pearson, social worker, effective August 4, 2016.*
 - Susan Ralston, paraprofessional, effective August 26, 2016.*
 - b. Employment
 - Certified*
 - Christine Bodzianowski, speech language pathology assistant, effective August 12, 2016.*
 - Grace Robinson, social worker, effective August 29, 2016.*
 - Stacy Tucker, AIM teacher, effective August 12, 2016.*
 - Non-Certified*
 - Orrin Bernhoft, bus driver, effective August 12, 2016.*
 - Sheree Blatti, bus monitor, effective August 12, 2016.*
 - Amy Kaczor, bus driver, effective August 11, 2016.*
 - Jenna Parente, paraprofessional, effective August 12, 2016.*
 - Nancy Pavlacka, bus monitor, effective August 12, 2016.*
 - Tara Popovich, paraprofessional, effective August 12, 2016.*

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo
Motion carried: 4 Aye, 0 Nay

F. REPORTS

1. Administrators' Reports
 - a. Mackay Center – Mrs. Marie Goulet

Mrs. Goulet indicated that the Mackay Center had a great start. The staff returned on August 12, 2016 and the students came back on August 17, 2016. There are 34 students and she anticipates the numbers will grow in the next few weeks. Some student volunteer opportunities have already been confirmed. Mrs. Goulet indicated there will be a community open house on September 15, 2016. Parents and members of the community will be invited to informally visit Mackay.
 - b. Pioneer Grove – Mrs. Sue Kaczmarczyk

Mrs. Kaczmarczyk reported that she has 51 students enrolled at Pioneer Grove, six of which are new students. There are new staff members as well. She will continue to have internship students in the building. Currently there is an OT and PT from GSU and a speech pathology student from St. Mary of Notre Dame observing the students. St. Xavier is continuing to send nursing students to Pioneer Grove. Mrs. Kaczmarczyk stated that Pioneer Grove is a great place for individuals going into a variety of fields to learn skills because there are so many diverse needs concentrated in one place. September 8 is scheduled for student pictures through Burns Photography in New Lenox. The PSO has been very busy. A back-to-school picnic has been arranged for August 28 and the playground will be utilized for that event. The families will bring their own picnics for their families. It has been decided that the yearly Walk & Roll-a-thon fundraising event should be changed to take place every

other year or every two years. This year there will be a Pizza Play-Off with a football theme and at least 10 local pizza businesses donating pizza. This event will be held at the Founders Community Center in Frankfort on October 1 and will begin earlier in the evening to help accommodate the students.

c. SELF – Mrs. Judy Boyens

Mrs. Boyens stated that the program is going well and the new students have caught on quickly. This year each classroom has its own theme on currency. The little students have space and they are earning cosmic coins. The older students are doing play every day and will earn pro dollars for their pro shop. Before school started the staff took part in the Menta in-service refresher. Mrs. Boyens indicated that three Cooperative staff have become Menta trainers and they provided the recent refresher training to the Cooperative staff.

Mrs. Rexroad stated that the Cooperative having their own Menta trainers will save money for the Cooperative because outside providers will not be necessary to complete this training. It will also be beneficial that we can train staff as new staff are needed.

2. Finance Report

Business Managers' Meeting – August 3, 2016

Mrs. Wronski met with all the business managers on August 3. The State has new guidelines to release IDEA money. It is called GATA which has many requirements. The Federal Government audited the State and set regulations for all district including the Cooperative and the member districts.

Due to the timing of everything, the State is giving everyone until August 31 to complete their requirements and allow expenses to be back dated to July 1. All the member districts have to complete specific categories in GATA. GATA must be completed in order to access IDEA money and to submit the grant to ISBE. In addition to speaking with the Business Managers, Mrs. Wronski has spoken to the special education directors in the districts and has been of assistance with this process.

The Business Managers meet four times per year and they will meet again on September 1. She anticipates having ESY billing complete by next week so it can be presented to the Business Managers.

The reconciliation process was also discussed. She is anticipating this should be complete by October 1 this year. The Business Managers talked about some ideas of how to better capture the actual expenses in a timelier manner. She would like to prepare a quarterly reconciliation so it could be up to date and the districts would not have to wait until the end of the year. It would also help eliminate large bills late in the year.

Transportation was reviewed. The member districts have talked about claiming Medicaid money for transportation. In order to do that, it would be necessary to record miles or actual costs to each student. Mrs. Wroski anticipates being able to obtain information from the Versatran System to provide a more accurate system for transportation billing, as well as monitor the documentation needed for Medicaid.

Mrs. Rexroad indicated that PCG who manages the Medicaid claims for all of the districts sent forms to the Cooperative. This should have been done annually and they had not been doing that. Through this process it was discovered that our member districts were not benefiting from transportation reimbursement. Mrs. Rexroad indicated that the Cooperative should have the necessary information by using the billing process and Versatran information. All the data necessary in Easy IEP was clarified on Friday at the District Directors' meeting. All the districts will need to have the services documented in the Easy IEP system to receive Medicaid reimbursement for transportation.

3. Director's Report

a. Review of Advisory Committee Minutes – August 8, 2016

Mrs. Rexroad reviewed the minutes from the June 21, 2016 Advisory Meeting

b. Staff & Classroom Update

Mrs. Rexroad reviewed the enrollment in the programs.

Pioneer Grove: Budgeted: 47 Currently: 51

Mackay Center: Budgeted: 32 Currently: 34

SELF: Budgeted: 31 Currently: 30

ACCESS: Budgeted: 13 Currently: 15

c. Transportation

Mrs. Rexroad reported that an item for action later on the agenda pertains to a practice that has been in place since 2001. This involves compensating drivers who had wheelchairs on the bus at \$1.00 per chair per route per day. At the time, the logic was that the drivers had to secure the chairs, etc. Since that was enacted there are now bus monitors on the bus for wheelchair routes. The bus monitors are actually doing the strapping down and they are not receiving the extra compensation. The Director is looking at trying to be fair. There are currently non wheelchair drivers who are transporting fragile students not in wheelchairs that are not receiving a stipend. She did speak with the Cooperative attorney and he was in agreement that the Cooperative can make a change of discontinuing the stipend practice in the interest of being fair. A memo will go out to the drivers should the Governing Board agree to discontinuance of the practice.

d. FMLA

No requests were received.

e. FOIA

No requests were received.

G. CLOSED SESSION

A motion was made by Ron Lullo and seconded by Pam Kohlbacher to move to closed session at 7:46 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 Pam Kohlbacher and seconded by Ron Lullo to return to open session at 7:52 p.m. On voice vote the motion carried.

H. OLD BUSINESS

No Old Business

G. NEW BUSINESS

Mrs. Rexroad shared with the Governing Board that the Lincoln-Way Area Special Education Foundation is holding a bowling fundraiser on September 10, 2016 at the Thunder Bowl in Mokena. This information is on the Cooperative website.

Mrs. Rexroad also brought to the Governing Board's attention the mandated board member trainings and provided a detailed description.

Secretary Pro tem

Mrs. Edie Adamski was appointed Secretary Pro-tem in the absence of Mr. Mark Gray.

H. ACTION ITEMS

1. Resolution to Approve FY 2016-2017 Budget

A motion was made by Pam Kohlbacher and seconded by Edie Adamski to adopt the resolution approving the FY 2016-2017 Budget as presented.

***Voting Aye: Adamski, Cesta, Kohlbacher, Lullo
Motion carried: 4 Aye, 0 Nay***

2. Resolution Ratifying and Confirming Publication of Legal Notice and Setting of Budget Hearing
A motion was made by Pam Kohlbacher and seconded by Edie Adamski to adopt the resolution ratifying and confirming publication of legal notice and setting of budget hearing.
***Voting Aye: Adamski, Cesta, Kohlbacher, Lullo
Motion carried: 4 Aye, 0 Nay***

3. Approve Discontinuation of Wheelchair Route Stipend
A motion was made by Ron Lullo and seconded by Edie Adamski to approve the discontinuation of the practice of compensating drivers \$1.00 per wheelchair per route daily.
***Voting Aye: Adamski, Cesta, Kohlbacher, Lullo
Motion carried: 4 Aye, 0 Nay***

4. Speech Language Pathology Assistant and Bus Monitor Job Descriptions
A motion was made by Pam Kohlbacher and seconded by Ron Lullo to approve the Speech Language Pathology Assistant job description and the revised Bus Monitor job description as presented.
***Voting Aye: Adamski, Cesta, Kohlbacher, Lullo
Motion carried: 4 Aye, 0 Nay***

I. NEXT MEETING

September 27, 2016 – 7:00 p.m. – Pioneer Grove Educational Center

J. ADJOURNMENT

A motion was made by Pam Kohlbacher and seconded by Edie Adamski that the meeting be adjourned. All members voted Aye. Motion carried. President Cesta declared the meeting adjourned at 8:06 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary Pro Tem