

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

**MINUTES**

**Regular Meeting, November 22, 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 22<sup>nd</sup> day November 2016.

A. ROUTINE MATTERS

*Roll Call*

Present: Edie Adamski (District #157C), Mark Gray (District #114), Pam Kohlbacher, (District #161), Ron Lullo (District #210)

Absent: Stacy Cesta (District #159),

Staff Present: Sarah Rexroad, Director  
Cheryl Della Penna, Administrative Assistant

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

B. PUBLIC COMMENT

C. PRESENTATION

Ms. Suzanne Cachey, teacher at the Mackay Center, provided a report on a junior/senior trip to Camp Manitoqua. The trip was funded by a Foundation Grant, which they greatly appreciated. She presented photos of the students engaged in outdoor education team building and personal goals. Some of the team initiatives included a climbing wall, Zip-Line, and high ropes. Ms. Cachey indicated the popularity of this school event gives the students an opportunity to work together outside of the school setting. The Governing Board thanked Ms. Cachey for her presentation.

D. CONSENT AGENDA

***Acting on the recommendation of the Director, Edie Adamski moved, seconded by Mark Gray, for the Governing Board to ratify the Consent Agenda as follows:***

1. Approval of the October 25, 2016 Regular and Closed Session Minutes
2. Approval of Financial Statement
3. Approval of Current Payables
4. Approval of Personnel Items
  - a. Resignation  
*Patricia Streeter*, LPN, effective December 9, 2016.
  - b. Employment  
*Non-Certified*  
*Kimberly Fenili*, bus driver, effective November 7, 2016 at a salary of \$13.50 per hour.  
*Daniel Mrowczynski*, bus driver, effective November 3, 2016 at a salary of \$16.50 per hour.

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

E. REPORTS

1. Administrators' Reports
  - a. ACCESS and Transportation – Carolyn Brescia was not in attendance.

b. Mackay Center – Marie Goulet

Mrs. Goulet indicated that the Mackay Center student count is 35 students. Half of the senior class will visit Joliet Junior College and view the StAR (Student Accommodations and Resource) Program. This program works with students that have IEPs in making the transition to college. The PE classes are volunteering at the Cache Creek Animal Shelter. Parent/Teacher Conferences were held last week. At the end of October the students celebrated a goal of reaching over 100 “shout outs” with an all school pizza party. The Department of Rehabilitation Services had a meeting with seniors. This agency works with juniors and seniors to help provide transition support after high school. All the staff had diabetes training to help manage the students with diabetes and to increase their health advocacy skills. Mackay is working with Goodwill to do an event that they are sponsoring with the Chicago Blackhawks. Mrs. Goulet indicated that they anticipate a third student graduating this semester. Several students are increasing their course load at their home school. The after school art club that Ms. Cachey has sponsored and has been well attended and the students have provided interest in having it extended beyond the four week period. Mackay held their annual Thanksgiving Feast today. The staff worked hard to cook and prepare food for the students.

c. Pioneer Grove – Sue Kaczmarczyk

Mrs. Kaczmarczyk has 52 students at Pioneer Grove. She works closely with the Frankfort police and fire departments and recently participated in a lockdown and severe weather drill. They had Parent Teacher conferences with an excellent turnout. The PSO held a meeting last week and they are making plans for Breakfast with Santa, which will take place on December 3. They also discussed the use of monies raised at the Pizza Fundraiser. The SOAR and SCILS classrooms will have a Thanksgiving Feast for their families on November 23.

d. SELF – Judy Boyens

Mrs. Boyens presented photographs of students engaged in mum planting at the Transition House, as well as the last trip to Konow’s Farm in October. The staff recently visited Britten School. This school provides a structured learning environment where students can be placed for a long-term or short-term placement. Mrs. Boyens stated that she wants her staff to be knowledgeable about the ideas presented in that type of program that may be useful to them. The students participated in an Election Day process. The students attended the Will County Regional Office of Education science fair on November 9. The program recently had a Thanksgiving Feast at Peace Lutheran Church on November 14. About 80 families, students, and staff attended this event. The Parent/Teacher conferences on Monday were well attended. Mrs. Boyens shared that she and Gail Malvestuto, psychologist in the SELF program are in a “doctoral race.” They have both turned in their dissertations. It is anticipated there will be two doctorate staff at SELF in about two weeks. The Governing Board expressed appreciation for this information.

2. Finance Report

FY 16 Program Reconciliation

Mrs. Rexroad did provide the reconciliation report for the individual districts. There was a discussion at the Advisory Committee meeting whether the districts would prefer a check or credit. Most districts preferred a check and they are ready for distribution.

Mrs. Wronski, Mrs. Cesta, and Mrs. Adamski did meet to review changes to the presentation of the financial report to better show a comparison of month to month and year to year. A copy was presented to the Governing Board.

3. Director’s Report

a. Review of Advisory Committee Minutes – November 14, 2016

Mrs. Rexroad indicated the minutes were not available. They are in draft form for the Advisory Committee to review.

b. Governance

There was a discussion at the Advisory Committee meeting regarding the roles of the Advisory Committee and Governing Board. The recommendation was for the Governing Board President, the Advisory Committee Chairman, and Mrs. Rexroad to meet to talk about the governance and whether to consider dissolving the Advisory Committee. Discussion would cover the Advisory Committee meeting monthly to discuss District 843 business without a formal meeting. There would be notes of the meeting, but they would not be official minutes under the constraints of the Open Meetings Act. The Advisory Committee asked to have the Governing Board made aware of this consideration to dissolve the Advisory Committee and go to a single Governing Board model. Mrs. Rexroad will investigate the options. If this was to occur, it would require an amendment to the Articles of Agreement. Each of the member districts would have to approve this possible action and then would come to District 843 Governing Board for approval.

Mr. Gray suggested, should the present governance continue, that the timing of the meetings should be changed. His opinion was that the Governing Board should meet and first discuss topics and then relay the action to the Superintendents. Mrs. Rexroad indicated on occasion the timing of meetings has been an issue. Mr. Lullo stated in the past 18 months he has been on the Governing Board this topic has come up several times. There was consensus at the Advisory Committee this should be brought up to the Governing Board. Mrs. Rexroad will explore the options for governance and provide the information to the Advisory Committee and Governing Board.

c. Staff & Classroom Update

Mrs. Rexroad reviewed the enrollment in the programs.

Pioneer Grove:	Budgeted: 47	Currently: 51
Mackay Center:	Budgeted: 32	Currently: 35
SELF:	Budgeted: 31	Currently: 31
ACCESS:	Budgeted: 13	Currently: 15

d. Technology Report

Mrs. Rexroad provided a copy of Mr. Furgason's Technology Report. He is looking to form a group with the directors of technology of some neighboring special education cooperatives. He also had an intern this year that has finished. Mr. Furgason is trying to get the network documentation updated and clean up MDFs (IT Closets). The PA system at Mackay is completed and he is working on the cameras and some speaker adjustments at Pioneer Grove.

e. Procedures

1) Lump Sum Insurance Bonus

Mrs. Rexroad discussed at the Advisory Committee meeting there are two bargaining units who have language within their agreements regarding a payout when an employee declines taking insurance. The educational support staff is broken out into five categories. Three of those categories, if they decline insurance, receive a \$500 bonus and two get nothing. Mrs. Rexroad is attempting to make the educational support staff consistent in this matter. The recommendation from the Advisory Committee was that all employees should receive the same bonus. Mrs. Rexroad did confirm with her attorney that she could have two different bonus levels. Mrs. Rexroad would prefer to keep the certified staff with their current bonus of \$1,000 and provide \$500 to all of the educational staff.

2) Sick Day Cap

Mrs. Rexroad indicated that the support handbook indicates that sick leave days should be capped at 240, which aligns with IMRF. The Cooperative has four employees who are in excess of 240 days. The handbook also indicates that the staff can buy back those days at a \$10.00 per day. The Director would like to bring all support employees to a cap of no more than 240 sick days at the end of the year. To pay out the four employees would cost \$3,175. This topic was discussed at the Advisory Committee. Their recommendation was to take the employees back to

240. Mrs. Rexroad had reservations about that because the employees did not abuse their sick days to have an amount over 240 days accumulated. If the staff resigns from the Cooperative those days do not get accepted by IMRF. They only can get submitted to IMRF if they retire from the Cooperative.

f. Transportation

Mrs. Rexroad indicated that the EPA had a \$7 million grant across the U.S. for any diesel bus that is 2006 or older. The Cooperative has five owned diesel buses that each log at least 10,000 miles. Mrs. Wronski did submit the paperwork for the grant and should know by mid December. The money would have to be used to purchase and replace the buses.

Bus shortage is another concern. The enrollment report indicates 62 more students than were initially budgeted. Of those students, many are three year olds that require 5 point harnesses and have to be in a bus. Mrs. Wronski and Mrs. Rexroad met with Midwest Transportation to investigate if the Cooperative could lease a bus(es) if a shortage occurred. The Cooperative is closely monitoring the need for additional buses.

Mrs. Wronski and Mrs. Rexroad will contact other cooperative transportation companies to review the best practices with regard to the number of students on a bus and the need for a monitor. With the increase of the early childhood students, there are several vehicles with eight or nine three-year old students in harnesses. Mrs. Rexroad is concerned about the safety factor.

Mrs. Rexroad has been looking at service to non-member districts and if it is cost effective to provide transportation to non-member districts. District 122 is the only non-member district that we transport without any extra charge as a result of the withdrawal agreement. They get billed at cost. With the large increase in transportation, District 122 students are at least half of the students who have been added since August. This was discussed at the Advisory Committee meeting and Mrs. Rexroad will look at the details and numbers. The data will be gathered to compare costs. If notice was given to District 122 before June 30, 2016 to discontinue transportation services, it would not take effect until July 1 of 2018.

g. Building and Grounds

Mrs. Wronski and Mr. Wilkey from District 210 met and visited Mackay to go over the 10 year life safety plan. Most of the items are completed or scheduled to be done. District's 210 SchoolDude maintenance software is being used to keep track of items that are being worked on with #210 's qualified staff. The Cooperative requires three fire doors for closets and fire walls need to be installed in those rooms. Mackay should be up to date soon. Mrs. Adamski would like to have the life safety work being done added to the five year plan and updated for the Board. Mrs. Rexroad will share that information as soon as she receives it.

h. Speech Therapy Contracted Services

Mrs. Rexroad has been checking the speech needs and does feel the Cooperative should contract some additional staff. There has been an increase since the budget for 47 students at Pioneer Grove. There are now 52 students. Typically students come to Pioneer Grove have significant speech and communication issues. There is a speech assistant who has done a great job, but she does require minimally 300 m/wk supervision by the Speech Pathologist. There are currently 18 assistive technology requests. The communication devices are an extensive process. Mrs. Rexroad is recommending a speech path 2.5 days per week to alleviate what Pioneer Grove is currently experiencing and to get speech services covered. She did reach out to the member districts and contractors for quotes. Mrs. Rexroad indicated that her proposal would cost about \$31,000 for the remainder of the year. Mrs. Rexroad stated last year at this time the Cooperative spent over \$40,000 more for speech and language services. Mrs. Rexroad could post this position and also search for a contracted person.

i. SELF

Mrs. Rexroad presented a comparison for the SELF program using budget details from District 122 and the proposed SELF program to be run by the Cooperative using either three or four classrooms. This was presented to the Advisory Committee as well. Mrs. Rexroad has met with District 159 to discuss space and the possible sharing of staff services. She has met with District 157C staff as well. Mrs. Rexroad presented a SELF packet last year and she will be updating that to add more narrative information as far as staffing and administration. She will update that packet for December information. Mrs. Rexroad indicated the visits to both Mokena and Frankfort were very good visits with excellent space to consider for the SELF and it is very comparable to what is currently in existence.

j. FMLA

No requests were received.

k. FOIA

No requests were received.

F. CLOSED SESSION

***A motion was made by Mark Gray and seconded by Ron Lullo to move to closed session at 8:30 p.m. for the purpose of discussing:***

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

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

OPEN SESSION

***A motion was made by Mark Gray and seconded by Pam Kohlbacher to return to open session at 8:45p.m. On voice vote the motion carried.***

G. OLD BUSINESS

No Old Business

G. NEW BUSINESS

No New Business

H. ACTION ITEMS

1. Holiday Office Schedule

***A motion was made by Mark Gray and seconded by Edie Adamski to approve the holiday office schedule as follows:***

***Off Work: December 26, 30, 2016 and January 2, 2017***

***Holiday Office***

***Hours: 7:30 a.m. to 2:30 p.m.***

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

2. Intergovernmental Agreement

***A motion was made by Ron Lullo and seconded by Edie Adamski to approve the Will County Transportation Consortium Intergovernmental Agreement for Contracting Transportation Employee Testing Services commencing January 1, 2017 and terminating on December 31, 2018.***

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

3. Policy Update – Lump Sum Insurance Bonus and Sick Day Cap

**Lump Sum Insurance Bonus**

***A motion was made by Mark Gray and seconded by Ron Lullo to approve all Educational Support Staff who choose not to take the individual hospitalization and major medical insurance coverage to receive \$500, for a total estimated cost of \$9,500 for FY 17.***

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

**Sick Day Cap**

***A motion was made by Edie Adamski and seconded by Ron Lullo to approve all Educational Support Staff who have been employed for three or more years will receive \$10.00 per unused sick day, not submitted to IMRF, at the time of resignation or retirement. Full-time employees will be allowed to accumulate up to 240 days of sick leave. Employees who are in excess of 240 days as of June 30, 2017 will be compensated \$10.00 per day over 240, as a onetime stipend, and days will be returned and capped at 240 thereafter.***

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

**4 Speech Therapy Contracted Services**

***A motion was made by Ron Lullo and seconded by Edie Adamski to approve hiring a Speech/Language Therapist or entering into a contractual agreement for the provision of Speech Therapy services at a rate not to exceed \$75.00 for 2.5 days per week during the 2016-2017 school year.***

***Voting Aye: Adamski, Gray, Kohlbacher, Lullo***

***Motion carried: 4 Aye, 0 Nay***

**I. NEXT MEETING**

December 20, 2016 – 7:00 p.m. – Pioneer Grove Educational Center

**J. ADJOURNMENT**

A motion was made by Edie Adamski and seconded by Mark Gray that the meeting be adjourned. All members voted Aye. Motion carried. President Pro Tem Kohlbacher declared the meeting adjourned at 9:02 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

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President

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Secretary