

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

**MINUTES
Regular Meeting, October 25, 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 25th day October 2016.

A. ROUTINE MATTERS

Roll Call

Present: Stacy Cesta (District #159), Edie Adamski (District #157C), Mark Gray (District #114) arrived at 7:02 p.m., Pam Kohlbacher, (District #161), Ron Lullo (District #210)

Staff Present: Sarah Rexroad, Director
Colleen Wronski, Business Manager
Cheryl Della Penna, Administrative Assistant

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

B. PUBLIC COMMENT

C. CONSENT AGENDA

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

1. Approval of September 27, 2016 Regular and Closed Session Minutes
2. Approval of Financial Statement
3. Approval of Current Payables
4. Approval of Personnel Items

a. Resignation

Non-Certified

Mel Pershall, paraprofessional, effective November 7, 2016.

Howard Touch, bus driver, effective October 14, 2016.

b. Employment

Non-Certified

Pasquale Burdi, bus driver, at a rate of \$14.50 per hour, effective October 3, 2016.

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

Motion carried: 5 Aye, 0 Nay

D. REPORTS

1. Administrators' Reports

- a. ACCESS and Transportation – Mrs. Rexroad reported in Ms. Brescia's absence.

ACCESS PROGRAM

The students in the Anna McDonald program have been wearing Manhattan shirts on Friday Spirit Days. The shirts were given to all of the students and staff by the principal, Mr. McWilliams. The students in Mrs. Christensen's class were one of the top classes to bring in donations for Childhood Cancer Research. They attended the 4th grade Music Program on October 13 and a school assembly about Abraham Lincoln. They went to a field trip to Brookfield Zoo and saw the zoo decorated for

“Boo at the Zoo.” The class will be going to bowling with the other classes as part of the STAR Good Behavior Reward school program.

The class at Mokena Junior High joined a science class on their “Gummy Bear Osmosis Lab.” During Fire Prevention week they had a visit from Fireman Jim. He talked about what to do if there was a fire in their home. The students were all able to try on his fireman suit. Three students went to the Mokena Junior High school dance. They were met by peer buddies. On October 28 they will be going to Navy Pier to ride the Ferris wheel. The tickets were a donation of Navy Pier.

TRANSPORTATION

As of October 25 there are 74 drivers, 36 monitors transporting 531 students on approximately 138 routes. Also they provided transportation services for 66 shuttles, 61 community outings, and 66 field trips. The Transportation Department held a fundraiser for Breast Cancer Awareness month and all proceeds were donated to the Cancer Support Center in Mokena. Employees of the Week were Glen Sanders (bus driver) week 3, Wayne Coleman (bus driver) week 4, and Diane Wright (bus monitor) week 5. Special recognition went to bus monitor, Betty McMahon and bus driver, Judie Mance.

b. Mackay Center – Marie Goulet

Mrs. Goulet indicated that the Mackay Center student count is currently at 35. The students are doing the monthly “shout out” campaign and are on their way to 100 shout outs to earn a pizza party. There have been two graduates this year. Students are busy with outside lunch field trips and community service efforts. Next month a teacher will present a report about a field trip to Camp Manitoqua. The Cooperative Foundation provided a grant for the students to participate in team building at the Camp. They had a fund raising event through an organization called the Heavenly Hats Foundation. Students were able to wear a hat if they contributed some money. Mrs. Goulet told them that she would match whatever they raised. Students and staff contributed \$132 and a total of \$264 was donated. The Foundation is a small organization out of Wisconsin that works to provide hats to cancer patients. Resource officer Jurka from the New Lenox Police Department visited the drivers’ education class to talk about how to safely and appropriately act with the police when and if a student may be stopped. Today was first day for after school art club. Mrs. Goulet reported that art is a big part the students’ education.

a. Pioneer Grove – Sue Kaczmarczyk

Mrs. Kaczmarczyk started the month with a PSO Pizza Fundraiser that was held at the Founders Center on October 1, 2016. She thanked Mr. Lullo for attending. She passed out an article that was in the Frankfort Station paper. The goal was to raise \$3,000 and they raised over \$7,300. Thirteen pizza stores donated all of the pizzas. The goal was to raise money towards a smartboard. Mrs. Kaczmarczyk met with fire and police departments to conduct drills. She reported that some education will be provided to the staff at those departments about the students at Pioneer Grove and their disabilities.

Mrs. Kaczmarczyk indicated that there is a lot of activity in the building pertaining to student services. There are many interns and observations from the local universities. Three students from the high school are also providing work services at Pioneer Grove.

d. SELF – Judy Boyens

Mrs. Boyens stated a new student started last week to raise the attendance to 31. The students planted mums at the Transition House. The students will go to the Will County Office of Education science fair on November 9. Mrs. Boyens emphasized that the SELF program has many students with significant mental health issues. The families are working very hard to get the students what they need and they also appreciate how the SELF staff is working the families. Mrs. Boyens shared paraphrased comments from a meeting with parents where they thought that coming to SELF was going to be detrimental to their student. Ultimately, the parents said it was the best thing that could have happened to the student and them. Mrs. Boyens stated that she has a great staff and

they are working with the families to help the students. She invited everyone to the fifth Thanksgiving Feast at Peace Lutheran Church on November 14. It is an informal setting to be able to speak to families and staff. The students will provide short presentations.

2. Finance Report

Audit

Mrs. Wronski provided everyone with a copy of the audit. There were no findings.

FY16 Reconciliation

The reconciliation is complete. The reconciliation will be taken to the Advisory Committee and they will be asked to confirm how they would like the Cooperative to proceed with refunds and credits. This final reconciliation will be brought to the Governing Board next month.

Mrs. Cesta indicated at last month's board meeting that a couple of board members asked for financial information to be presented in a different format. Mrs. Wronski provided a change for their consideration. There was discussion. Mrs. Cesta thanked Mrs. Wronski for the revised Treasurer's Report. Mrs. Cesta asked about including the numbers served by transportation on future reports.

Mrs. Rexroad indicated a transportation increase item that the Governing Board should be aware of is a large amount of early childhood age children in District 122 that are coming into the schools. She stated that the routes are being watched due to many students having harnesses and there are rules that apply to those students. There may be an increase in transportation costs because it may be necessary to add routes to accommodate the special equipment for the incoming students. There will be a meeting to further discuss the new format.

3. Director's Report

a. Review of Advisory Committee Minutes – October 17, 2016

Mrs. Rexroad presented the minutes from the October 17, 2016 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: 35
SELF:	Budgeted: 31	Currently: 31
ACCESS:	Budgeted: 13	Currently: 15

Transportation services are transporting 531 students in October, a revision since the start of the month.

c. Technology Report

Mrs. Rexroad reported that Mr. Furgason has changed the Mackay computers and services to the Pioneer Grove domain. He has almost completed the configuration of the Tyler Student Information System. Mr. Furgason is focusing on trying to import data from Easy IEP so the IEP services can be recorded within Tyler. He is starting to look at merging data from Versatran. This system is used for Transportation and is the same software company under Tyler. Mr. Furgason is 90% done with decommissioning the exchange server and the complete migration to Office 365. He has set up all of the satellite classrooms and ACCESS classrooms with their software needs. The Cooperative is working on purchasing the laptops and desktops to replace the oldest machines in the replacement cycle. Mr. Furgason has a complete inventory now and he will be looking at finally making the purchases that were already approved. Orders were not placed in the summer because the Cooperative wanted to wait to see what was truly needed in order to be fiscally responsible. A technology intern has been working with Mr. Furgason.

d. Buildings and Grounds

Mrs. Rexroad reported in response to Mrs. Adamski's request last month to talk about purchases the PSO provided last year. One was a wheelchair swing to be installed on the playground and the other was a stove for the lower kitchen at Pioneer Grove. Mrs. Rexroad was not made aware of those items that were discussed and approved for donation last year until recently. She stated that currently the procedures to install the stove are being investigated. The installation of the wheelchair swing is bigger than what was thought. She has learned that looking at the specs of the swing there has to be concrete and layers of rubberized material involved in the installation, as well as a concrete walkway. The concern is that the runoff has to be addressed. Mrs. Rexroad stated that the architects will be visiting for the 10 year life safety. Dr. Tingley also indicated at the last Advisory Committee Meeting that he is working on some building items with his architects. He stated that those architects will likely be the best about determining what the Cooperative may need to do to see that project through. The Director indicated that the wheelchair swing project could be addressed with the 10 year life safety for Pioneer Grove.

Mrs. Rexroad indicated there are additional concerns that have come up with regard to the swing. There is vandalism on the property from time to time. Mrs. Adamski asked if we had cameras on the playground. Mrs. Rexroad indicated there are not, but that is something that should be reviewed in the future.

We have a standing monthly meeting with Mr. Wilkey from 210 regarding the building and grounds. There were items on the previous 10 year safety plan that concern Mackay. Mr. Wilkey and Mrs. Wronski did walk the building today. They reviewed the things that the District 210 crew could do without outside assistance. Three of the janitor closets do not have firewalls and fire doors need to be placed on the closets to meet code. These are the things tagged to be completed this year at the Mackay Center from the 10 year life safety.

Mrs. Cesta asked if there is a delay with PSO big ticket items being completed. The swing is the item that is being held up for installation. Mrs. Cesta did read in the Advisory Minutes that a procedure should be in place for a PSO approval process moving forward so delays can be avoided. Mrs. Rexroad indicated that structure should be put in place for the PSO officers to use in so far as making a recommendation for a purchase for the building, the planning for the purchase, and all the costs associated with the item(s).

e. SELF

Mrs. Rexroad reported that she is gathering some information regarding District 843 planning to move the SELF program for the 2017-18 school year. Mrs. Boyens is working on projecting the number of students, which currently are at 19. The classroom breakdowns are 1 primary, 1 intermediate, and 2 junior high classrooms. Dr. Castillo indicated there would be space at Mokena Elementary and Mokena Intermediate. Dr. Zinni has expressed that Hickory Creek is likely an option for the junior high students. In the next few weeks, Mrs. Rexroad will meet with Dr. Castillo and Mrs. Parente at Mokena to see what space is available, as well as the staff at Frankfort. Discussion about staff was addressed at the Advisory Committee Meeting. The Superintendents asked for consideration to share staff such as nurses, speech pathologists, and social workers within the buildings where the SELF classes would be housed. Mrs. Wronski is starting to analyze the District 122 information as far as what they propose for a budget compared to the Cooperative. This information will be provided to the Governing Board next month.

Mrs. Cesta asked if Mrs. Rexroad heard back from District 122 regarding the letter that was sent regarding a recent tour of the SELF program. Mrs. Rexroad did not hear back regarding the letter. Mrs. Rexroad was asked to follow up with District #122 to verify receipt of the letter and the procedures moving forward.

f. FMLA

Diane Hernandez, bus driver, October 3, 2016 for up to 12 workweeks.

- g. FOIA
No requests were received.

GOVERNING BOARD PRESIDENT

Mrs. Cesta addressed all in attendance that she has observed in reading the employee notices about resignation or retirement that 99% of those letters express how grateful the employees were to have worked at the Cooperative and were sad to go. She felt that the touching expression of positive employment at the Cooperative was due to the staff she addressed in the audience and to those members not in attendance. She told them, "Thank You."

E. CLOSED SESSION

A motion was made by Mark Gray and seconded by Pam Kohlbacher to move to closed session at 8:00 p.m. for the purpose of discussing:

- A. **The appointment, employment, compensation, or dismissal of specific employees of the Cooperative**
Voting Aye: Adamski, Cesta, Gray, Kohlbacher, Lullo
Motion carried: 5 Aye, 0 Nay

OPEN SESSION

A motion was made by Mark Gray and seconded by Edie Adamski to return to open session at 8:17 p.m. On voice vote the motion carried.

F. OLD BUSINESS

No Old Business

G. NEW BUSINESS

No New Business

H. ACTION ITEMS

- 1. Dismissal of Employee

A motion was made by Mark Gray and seconded by Ron Lullo to approve the dismissal of Pamela Berezin for cause effective October 25, 2016.

Voting Aye: Adamski, Cesta, Gray, Kohlbacher, Lullo
Motion carried: 5 Aye, 0 Nay

I. NEXT MEETING

November 22, 2016 – 7:00 p.m. – Pioneer Grove Educational Center

J. ADJOURNMENT

A motion was made by Mark Gray and seconded by Edie Adamski that the meeting be adjourned. All members voted Aye. Motion carried. President Cesta declared the meeting adjourned at 8:21 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary