

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

MINUTES

Regular Meeting, September 27, 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 27th day September 2016.

A. ROUTINE MATTERS

Roll Call

Present: Stacy Cesta (District #159), Edie Adamski (District #157C), Mark Gray (District #114),
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
Carolyn Brescia, Supervisor
Judy Boyens, Supervisor
Marie Goulet, Principal, Mackay Center
Holly Kasper, Teacher
Dawn Roiland, Teacher

B. PUBLIC COMMENT

C. CONSENT AGENDA

Approval of August 23, 2016 Regular and Closed Session Minutes, Current Payables, and Personnel Items
A motion was made by Pam Kohlbacher and seconded by Ron Lullo for the Governing Board to approve the August 23, 2016 Regular and Closed Session Minutes, Current Payables, and Personnel Items as follows:

a. Resignation

Dennis Dobes, bus driver, effective September 30, 2016.

Rhea Fitzpatrick, bus driver, effective September 2, 2016.

Naureen Loftus, bus monitor, effective September 9, 2016.

b. Employment

Daneen Dircks Hellriegel, bus driver, effective September 19, 2016.

Judith Kane, paraprofessional, effective September 22, 2016,.

Mishel Rych, substitute social worker, two days per week for six weeks.

Keri Wrona, nurse, effective September 6, 2016.

Voting Aye: Adamski, Cesta, Kohlbacher, Lullo

Voting Abstain: Gray

Motion carried: 4 Aye, 1 Abstain

Approval of Financial Statement

A motion was made by Ron Lullo and seconded by Pam Kohlbacher for the Governing Board to approve the Financial Statement

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

Motion carried: 5 Aye, 0 Nay

D. REPORTS

1. Administrators' Reports

a. ACCESS and Transportation – Carolyn Brescia

ACCESS PROGRAM

Ms. Brescia reported on the ACCESS Program. The students in the Anna McDonald class are busy adjusting to their new school. They are attending art, music, and P.E., as well as lunch and recess with their general education peers. They attended an assembly on Friday about drawing super heroes and their comic book characters. They are also recognizing childhood cancer awareness this week. They will be going on a field trip to Brookfield Zoo in October. The Wilson Creek class participated in gold ribbon week to raise awareness and money for childhood cancer. This was important to their classroom because a student recently completed treatment for leukemia last spring. The class will be included in sharing the ice cream treat with one of the grade level winners that earned the most money for childhood cancer. In October, the students will be going on field trips with their general education peers. The second graders are going to Plum Creek Nature Center in Beecher. The first grade class is going to the Manhattan Fire House and the Kindergarten class is going to Konow Corn Maze in Homer Glen. The Mokena Junior High class is working on having the students become more involved with their general education school peers. They participated in a science class. They are now working on signing up to meet their peers at sporting activities. At the end of October, they will be visiting Navy Pier to ride the ferris wheel in celebration of their 100th year anniversary. They received free tickets from Navy Pier.

TRANSPORTATION

Ms. Brescia reported there are 73 drivers and 37 monitors transporting 525 students on 138 routes. The drivers are providing transportation services for various shuttles, community outings, field trips, and during the day and for after school activities. Currently they are updating some paperwork for transportation procedures, and updating schedules and routes to ensure transportation is fiscally responsible while maintaining best practices. Ms. Brescia also has implemented an "Employee of the Week" and that employee will have a designated parking spot. Other positive incentives will be incorporated in the department as well.

b. Mackay Center – Marie Goulet

Mrs. Goulet indicated that the Mackay Center continues to be exciting. The student count is currently at 34. The students recently had their first visit with Glenn and Bear from Interquest Detection Canines. Bear is the canine friend who helps with searches of classrooms. Mrs. Goulet stated that the publication class thought it might be fun to interview Glenn and Bear. The students will then write an article for the school newspaper. District 210 provided this service for Mackay because all of the students are from District 210. There have been several field trips, including two outside lunch field trips that the students have to earn points to be able to attend. A few students volunteered for the Knights of Columbus fundraiser a few weeks ago. Mrs. Goulet thanked the Governing Board for approving the PA system that is near completion. There was a very successful informal open house on September 15. It was well attended and 12 families were represented, along with some community members from one of the neighborhood churches. Mrs. Rexroad and Mr. Lullo attended.

c. Pioneer Grove – Sue Kaczmarczyk

In Mrs. Kaczmarczyk's absence, Ms. Brescia provided a report on Pioneer Grove. Picture day was held on September 8. Burn's Photography continues to do a great job giving the students the time they need to get their best picture. Spirit Week was celebrated the week of September 19. The junior high and high school classes held a homecoming dance during the day. Students enjoyed the music, dancing, activities, food and the crowning of the homecoming king and queen. The staff will recognize Childhood Cancer Awareness day on September 28 by wearing gold. Pioneer Grove continues to partner and collaborate with universities to provide experiences for their students, which in turn benefits the staff and students. There are currently students for nursing, physical therapy, occupational therapy and teacher practicum. Pioneer Grove Parent School Organization has been busy getting ready for the Pizza Play-Off for Pioneer Grove Fundraiser that will be held at the Founders Center on October 1, 2016.

d. SELF – Judy Boyens

Mrs. Boyens stated two students have added general education time this week to their classes. Staff is organizing some planting of mums at the Transition House by the students. There are plans to take some of the younger students on an incentive trip to Konow Pumpkin Farm. There have been 30 day reviews for the eight new students to SELF. Mrs. Boyens announced that she recently spoke at a SELA (Special Education Leadership Academy) breakfast for new administrators. She was one of four administrators who spoke. Mrs. Boyens indicated that a director from District 140 was interested in potentially sending students to the Cooperative SELF program. Mrs. Boyens reported that she applied for the William H. Ott scholarship and received an award/grant. It will be announced on Friday at the IAASE Conference in Tinley Park. The Governing Board and those in attendance expressed their congratulations to Mrs. Boyens.

2. Finance Report

Business Managers' Meeting – September 1, 2016

Mrs. Wronski met with all the business managers on September 1. The main focus at that meeting was making sure all of the GATA rules and steps were followed. All of the districts' paperwork was submitted. The Preschool and IDEA grants were approved. All the districts can backdate their expenditures to July 1, 2016.

Audit

The auditors spent three days at the Cooperative last week and Mrs. Wronski will be able to report on that next month.

ESY Billing

ESY billing was finalized and the Cooperative was about \$2,000 over budget for purchasing outside services. All of the member districts were billed two weeks ago on their monthly bill.

Reconciliation

Now, the reconciliation is being reviewed. It is anticipated that it will be completed in October. Overall, Mrs. Wronski anticipates there will be some money available that will be owed back to some member districts. She indicated that discussion will take place on how to proceed with that distribution. Something that was talked about was putting a credit on some invoices moving forward and it will be decided how the districts would like to proceed with cash balances in the bank. Her understanding is that previously it was decided that the district accounts would be brought down to zero every year. That becomes somewhat problematic when the Cooperative has leases due at certain times of the year. Then it is necessary to prebill the districts for two to four months so the Cooperative can have enough money on hand to pay leases that are due at the beginning of the fiscal year. Mrs. Wronski indicated if everything can be reconciled for the last fiscal year then by the end of October, discussion about the next fiscal year can take place. She is sure that reconciliation for the first quarter of this year can occur. This way there will be more of budget to actual reporting.

Mrs. Cesta indicated that she was aware that the Cooperative has more transportation information in order to bill more accurately. Mrs. Wronski indicated that she and Ms. Brescia will meet with the office staff to review transportation information. All of the member districts are trying to obtain necessary transportation information for the districts' Medicaid billing in order to get more money from the State for their students.

Mrs. Cesta indicated that at District 159 they have better financial data with using Skyward and are looking at their reporting in different way. She asked Mrs. Wronski about the possibility of looking at some of the Cooperative reports differently and to focus more on budget to actual data. Mrs. Wronski will come up with some changes and send them to Mrs. Cesta. Mrs. Cesta will then discuss with the Governing Board to see if they wish to move forward with the new data.

Mrs. Cesta presented current Cooperative financial examples of data she would like to be presented differently. She also discussed the check register presentation. Also discussed was the presentation of

the districts' bills and whether the individual Boards actually see the bills prior to their meetings for approval. Mrs. Wronski will check to see if there is a better report to prepare for the presentation of monthly bills.

3. Director's Report

a. Review of Advisory Committee Minutes – September 12, 2016

Mrs. Rexroad reviewed the minutes from the September 12, 2016 Advisory Meeting

Mrs. Cesta asked if the meeting actually starts at 9:00 a.m. because she noticed that the meeting started at 9:20. Mrs. Rexroad stated the meeting is scheduled to begin at 9:00 a.m. as an open meeting. There is a superintendents' meeting prior to the Advisory Meeting. Mrs. Cesta asked if this was an open meeting. It is not an open meeting.

b. Staff & Classroom Update

Mrs. Rexroad reviewed the enrollment in the programs.

Pioneer Grove:	Budgeted: 51	Currently: 52
Mackay Center:	Budgeted: 34	Currently: 34
SELF:	Budgeted: 30	Currently: 31
ACCESS:	Budgeted: 15	Currently: 15

Mrs. Rexroad did a Transportation Services update this month. She felt this was good data to follow due to so many changes to monitor the need for drivers and buses next year.

Mrs. Rexroad stated that our website compliance documents are posted. The administrator and teacher salary document was presented to the Governing Board and it will be added to the website. This information has also been sent to ISBE. The Cooperative has not included these documents previously on the website and they are required to be in compliance with the school Code as well.

c. Technology Report

Mrs. Rexroad reported that the Cooperative Technology Supervisor made many changes over the summer. The Office 365 is nearly complete. There has been some frustration about this change, but issues are being addressed. There are a lot of tools embedded in Office 365 and more time for staff tutorials and resources will be forthcoming. The Aesop reporting system is also new and there has been a period of time to get accustomed to that as well. Tyler System is also underway, and attendance issues are being worked out. Entering course schedules for all the students is also occurring in order to be able to send to ISBE.

d. SELF

Mrs. Rexroad reported that after the September Advisory Committee Meeting, Mr. Ragon asked to meet with the Director. There was a request for Mrs. Rexroad to work on investigating what the Cooperative could do with SELF as a result of District 122 indicating the Cooperative could no longer have space at Oakview and Liberty available. He requested to start sooner rather than later because New Lenox has indicated that they are very interested in running a SELF program in that space. They need to know by the end of January if District 843 does not have space and will not be running the program, and if the member districts would like to contract for those services through District 122. At that point in the discussion with Mr. Ragon, it was determined that Mrs. Rexroad would put SELF on the monthly agendas for the Advisory Committee and the Governing Board. Since that meeting with Mr. Ragon she has followed up with Mrs. Boyens who will focus on the students in the program and how much they are in the general education settings, what their needs are, and how much space would be needed. Mrs. Rexroad has followed up with Mrs. Wronski and they will be looking at the budget aspect of things. They have started looking at the lease and withdrawal agreements to put the numbers together to see if the Cooperative can make SELF work outside of the District 122 space. Mrs. Rexroad will provide the Governing Board more information each month.

Mrs. Rexroad did report a situation last week where Mrs. Boyens contacted the Director and indicated that a SELF student had been in crisis for a significant amount of time. Mrs. Boyens stated that she called the Oster Oakview office at around 11:30 a.m. to let them know that a parent was coming to meet with a student. It was at that time that Mrs. Boyens was notified that a tour would be coming through to view the SELF program that had been arranged by District 122. Mrs. Boyens told Mrs. Rexroad she had concerns for the student that was in crisis, the staff involved in that matter and for the privacy of the student the mother who was coming. She asked if Mrs. Rexroad could stop the tour. At that time, Mrs. Rexroad did call District 122 and explained the situation and asked if the tour could be rescheduled. The tour had been scheduled for 12:30 and District 122 was hoping the crisis could be over and the tour could continue. Mrs. Rexroad did go to Oakview. The parent had arrived and the student gained some composure, but they were still in the intervention area. The tour did arrive and Mrs. Rexroad explained what was occurring. The tour continued.

Mrs. Rexroad did speak with Mr. Ragon today to try to establish some procedures. She understands that District 122 is looking to have a program in their building space and there will be other districts and parents viewing the site. She wanted to establish some procedures and be cognizant that the Cooperative has observation protocols that are used when visitors come into 843 programs. There are confidentiality issues. In an effort to respect confidentiality, the Cooperative has visitation forms and asks parents and observers to sign the forms prior to any presence in the programs. She informed Mr. Ragon that she would like to reach out to District 122 and ask for some professional courtesy with the understanding that some tours have to be completed. However, the Cooperative can still maintain programs and be able to follow confidentially procedures and protocol. He thought that seemed appropriate and was agreeable. The transition is difficult and she understands the perspective of District 122, however, the Cooperative still has a program to run and wants to do it in the most professional and respectful way possible. She also feels that tours should be arranged when students are not present.

Mrs. Cesta stated she felt that District 122 led tours of the space would be more appropriate later when the students are not there. She stated that it is District 843's program and Mrs. Rexroad or Mrs. Boyens should have been showing the program. Mr. Lullo stated his understanding is that District 122 was showing the Cooperative program to demonstrate what their program would look like. Mrs. Rexroad was not on the tour, but she believes that is what occurred. Mrs. Cesta stated that it was the member districts' staff that was invited to come to see the program. Information was presented to those staff members prior to the tour as to what the program costs would be and how much money the districts could save. Mr. Lullo asked who arranged that tour. Mrs. Rexroad stated it was Dr. Manville. Mr. Lullo said he thinks that there is professional courtesy involved in scheduling such a meeting. He also stated that if the Director of the program says a tour should not take place due to a crisis situation that it should not occur.

Mrs. Cesta also indicated that the Cooperative pays rent for the SELF space. Whether or not there was a crisis at the facility that morning, there is protocol. Mrs. Adamski indicated that there has to be communication that this occurrence cannot happen again. Mrs. Rexroad does plan to address the matter. Mrs. Rexroad will draft correspondence as far as how she would like to see the visitations occur and send that guidance document to the Governing Board for their input.

e. FMLA

Mary Diaz, bus driver, effective 9.1.16
Emily Leitschuh, teacher, effective 2.19.17
Amy Panfil, social worker, effective 2.4.17
Adrienne Scates, bus driver, effective 9.12.16
Christine Sicinski, social worker, effective 10.5.16
Margaret Stechly, paraprofessional, effective 9.20.16

f. FOIA

No requests were received.

E. CLOSED SESSION

A motion was made by Mark Gray and seconded by Ron Lullo to move to closed session at 8:15 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, Gray, Kohlbacher, Lullo

Motion carried: 5 Aye, 0 Nay

OPEN SESSION

A motion was made by Mark Gray and seconded by Pam Kohlbacher to return to open session at 8:40 p.m. On voice vote the motion carried.

F. OLD BUSINESS

No Old Business

G. NEW BUSINESS

BOARD REQUEST

Mrs. Adamski stated that one of her Board Members was present at a parent fundraiser about a year ago. Through that fundraiser a swing and oven were to be purchased/donated to Pioneer Grove. He would like to know what happened with that project because the items have not been seen at Pioneer Grove. Prior to this meeting, Mrs. Rexroad has been following up with that inquiry and will provide a response at the October Board Meeting.

H. ACTION ITEMS

1. Director Goals

A motion was made by Mark Gray and seconded by Edie Adamski to approve the Director Goals for 2016-2017 as presented.

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

Motion carried: 5 Aye, 0 Nay

I. NEXT MEETING

October 25, 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 8:46 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary