

**Lincoln-Way Area Special Education  
Joint Agreement District 843**

Advisory Committee Meeting Minutes  
Lincoln-Way Area Special Education Administrative Center  
601 Willow Street  
Frankfort, IL 60423  
August 8, 2016

A. Roll Call

Mr. Ragon called the meeting to order at 9:16 a.m. in the Lincoln-Way Area Special Education Administrative Center.

Roll call was taken.

Members present: Dr. Omar Castillo (District #159); Mr. Russell Ragon (District #114); Mrs. Barbara Rains (District #161); Dr. Maura Zinni (District #157C); Dr. Scott Tingley (District #210)

Also Present: Mrs. Sarah Rexroad, Director of District #843  
Mrs. Colleen Wronski, Business Manager

B. PUBLIC COMMENT

C. APPROVAL OF MINUTES - REGULAR MEETING AND CLOSED SESSION FOR July 11, 2016

*Dr. Tingley moved, seconded by Dr. Zinni that the Committee approve the minutes of the regular meeting and closed session held on July 11, 2016.*

*Voting Aye: Mrs. Rains, Mr. Ragon, Dr. Tingley, Dr. Zinni*

*Voting Abstain: Dr. Castillo*

*Motion carried: 4 Aye, 1 Abstain*

D. REPORTS

1. Financial Report

a. *Review of Accounts*

Mrs. Wronski reviewed the July financials. Currently the Cooperative revenue is at \$2.6 million.

b. *Reconciliation*

Mrs. Wronski spoke at the Business Managers' meeting about reconciling in a more timely fashion. She explained that the Cooperative where she previously worked billed on a quarterly basis and it was actual. When she did her last quarterly bill, it was the actual bill. They talked about truing up the last quarterly bill.

c. *Billing*

Mrs. Wronski indicated that the Business Managers also spoke about the Transportation billing. She would like to change the billing to a better and fairer presentation. She has looked at how it has been done in the past. She indicated that the Cooperative should be able to bill for a student by the route cost to be more accurate to avoid a big bill at the end of the year, or a credit. She will try put together something in the first quarter of this year for a system to bill more accurately for the rest of the year.

Mrs. Wronski is working on the tuition reimbursement now for transmittal by next Monday, August 15.

Mrs. Rexroad indicated at the Business Managers' meeting that the Cooperative, at this time, does have some money available so none of the districts were asked to provide prebilling dollars in June. She stated that the Cooperative zeros out each year. The question was should this procedure be something to reconsider. That would be issuing credits instead of issuing checks or bills and leaving the Cooperative enough money for start up costs in June for the

next year so they do not have to prebill in June. Mrs. Rexroad informed the Business Managers she would bring this topic to the Superintendents. Mrs. Wronski indicated that the Cooperative where she recently worked had a similar situation where the fund balances were down at the end of the year and they prebilled. Then a fund balance was left in order to avoid prebilling. It gave them the ability of not having to worry about making payroll and paying bills. They ended up having three months operating expenses at the end of the year.

Mrs. Rains requested the history of the zero balance. Mrs. Rexroad will provide that information.

d. *IDEA / GATA*

Mrs. Wronski was asked the status of GATA. She stated that she is receiving an update every week from ISBE. She spoke with the Business Managers at the meeting last week. Manhattan still has two pieces to finish and District 210 has some areas to renew. Mrs. Wronski did speak with Mrs. Luzzo last week about this outstanding information. The IDEA Grant cannot be submitted until every district is complete with the GATA process. If submission is not completed by August 31, 2016, then expenditures cannot be backdated to July 1, 2016.

2. Director's Report

a. *Summary of Governing Board Action*

Mrs. Rexroad reviewed the action items that took place at the July Governing Board Meeting.

b. *Staff and Program Update*

Mrs. Rexroad indicated that the Cooperative is fully staffed with the exception of a recent social worker resignation. The other districts also are in need of five social workers at this time. There were two speech positions open and Mrs. Rexroad stated that one position was filled at the July Governing Board meeting and the other spot will be filled with a speech pathology assistant. Mrs. Rexroad has contacted the ROE to make sure the candidate had the proper credentials. The Speech Pathology Assistant can do all the performance that the speech pathologists do, but they cannot evaluate. She has been able to fill two speech pathology positions for the salary that was previously paid for one.

c. *2016-17 Budget Update and Status of Districts' Approval*

Mrs. Rexroad will be presenting the Cooperative budget at the 114 board meeting on Wednesday. District 210 has already approved the budget. The Director will visit District 157C and District 159 next week. District 161 will vote at their next meeting. The special education budget needs to be adopted by September 1, 2016.

d. *Special Education Data Authorization I- IWAS*

Mrs. Rexroad indicated that in past practice the Superintendents have been reminded about the procedure to make sure authorized personnel have access to transmit special education pupil and personnel claim data. This will be changing with the implementation of ISBE I-Star tracking and reporting system. The Harrisburg system is phasing out the I-Star is coming in. Mrs. Rexroad attended the I-Star presentation at the Directors' Conference last week. Two member districts (114 and 157C) are taking back their state claiming. The switch could not take place on July 1 because the State is not letting anyone switch until September. They were to have done training starting in early August; however, the trainings will not start until August 29. All districts doing the data transfer have to attend training. The Director indicated that the Cooperative has to send a person to training before they will allow any transfer of data and responsibilities to both Frankfort 157C and Manhattan 114. When the switch takes effect to I-Star, it will be web based real time data. The Cooperative will not have "supersite" status. Your data can be viewed and the Cooperative can help if we can and will submit its personnel claims, etc., but the districts will not submit to the Cooperative. When a deadline date approaches, ISBE will just go to the individual site and take the district data. Therefore, the data will need to be kept up to date and accuracy is critical.

e. *ESY Report*

Mrs. Rexroad stated that ESY went well. Parent surveys have been completed by parents and the overall results have been positive. The Cooperative does need to confirm where the site will be for next year due to this being the final year of a three year contract with Mokena.

f. *Cooperative Opening Day*

Mrs. Rexroad indicated that all day Thursday, August 11 and Friday morning the Cooperative has scheduled a *Your Mental Health First Aid* education program for psychologists and social workers. This has been opened up to the member districts. She identified the other locations for the staff meetings. The first day for students is August 17, 2016.

g. *Budget*

Dr. Zinni requested the student numbers in the programs. Mrs. Rexroad will obtain that information from the administrators. Dr. Zinni wanted to confirm that the budget that Mrs. Rexroad is presenting to her Board next is budgeted and not actual. Mrs. Rexroad confirmed that it was last year's budgeted numbers compared to this year's budgeted numbers. When the budget was put together this year it was May and June and the actual numbers were not available until July. The Frankfort Governing Board member requested budgeted numbers to actual numbers for the Governing Board. This information was provided to 843 Governing Board members. The Director did not want to change numbers at this time until it is approved. She stated that the budget can be changed and adjustments made later. Mrs. Rexroad stated if she keeps making changes to each individual district's enrollment data, it will impact every district's budget. District 210 has already approved the Cooperative budget and District 161 has reviewed it.

Dr. Zinni stated her point is the actual from last year could be shared with the district boards. Mrs. Rexroad said she could look at what each district was billed, but the reconciliation has not been completed and that will not reflect the adjustments down. The actual breakdown will not be available until the reconciliation has been completed for each district. Dr. Zinni indicated that her Board will want to know the information from last year. Mrs. Rexroad said she has it globally, but until the reconciliation process is completed, she will not have that for the individual districts.

Dr. Tingley asked about the variance in numbers. He stated the billing was based on enrollments in the beginning of the year. None of the districts saw a large swing in students. He stated you could look at this in four parts: what was budgeted, what the district paid, the reconciliation part is not known, and the new budget. As soon as the reconciliation is done, that part can be filled completed. His opinion is that substituting the budget to billed or paid to actual to budget is what is being requested.

E. CLOSED SESSION

A motion was made by Mr. Ragon, and *seconded by Dr. Castillo, to move to closed session at 9:53 a.m. for the purpose of discussing:*

A. Litigation

*Voting Aye: Dr. Castillo, Mr. Ragon, Mrs. Rains, Dr. Tingley, Dr. Zinni*

*Motion carried: 5 Aye, 0 Nay*

OPEN SESSION

A motion was made by Dr. Tingley and seconded by Dr. Zinni to return to open session at 10:00 a.m. On voice vote the motion carried.

F. NEXT MEETING

September 12, 2016 – 9:00 a.m.

G. ADJOURNMENT

*Dr. Tingley moved, seconded by Dr. Zinni, that the meeting be adjourned.*

*Voting Aye: Dr. Castillo, Mr. Ragon, Mrs. Rains, Dr. Tingley, Dr. Zinni*

*Motion carried: 5 Aye, 0 Nay*

Chairman Ragon declared the meeting adjourned at 10:02 a.m.

Respectfully submitted by:

Cheryl A. Della Penna

Administrative Assistant, District #843