

**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
February 13, 2017

A. Roll Call

Mr. Ragon called the meeting to order at 9:00 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) arrived at 9:03 a.m.; 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 - January 9, 2017

Dr. Tingley moved, seconded by Dr. Zinni that the Committee approve the minutes of the regular meeting held on January 9, 2017.

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

Motion carried: 5 Aye, 0 Nay

D. REPORTS

1. Financial Report

a) *Review of Accounts*

Mrs. Wronski indicated that the last bills went out to the member districts. On December 31, 2016 a true up was completed of all the Cooperative accounts. There should not be a change unless a student would be added to a program. The transportation billing was also finalized and the true up will be on the next bill. She has the mileage per child documentation so they can be claimed for Medicaid billing purposes. Mrs. Rexroad indicated that the Directors of Special Education are making sure that the IEPs reflect a student has special education transportation. This is so PCG, who also completes the Cooperative Medicaid Claim, knows students are receiving transportation services because it is in Easy IEP.

Mrs. Wronski also stated that she is starting to spend down some of the IDEA money. She has received grant requests from the Districts. The Cooperative has not spent much of the IDEA money because very few expenditure reports have been received to date.

b) *Transportation Grant (Rebate)*

Mrs. Wronski indicated that she has not heard anything back from the EPA Grant (Rebate). They are now calling it a Rebate Grant because they are concerned there might be a recall of the money.

c) *Building and Grounds*

Mrs. Wronski stated that some playground items have broken. She anticipates that all items needing repair will be completed before March. When the 10 year life safety was reviewed, the proposed wheelchair accessible swing placement at Pioneer Grove was to be addressed. Mrs. Wronski gave the swing specs to Mr. Wilkey at District 210 to review and put together a cost for installation. The requirement is a 32 x 20 area to install one swing. Two swings are proposed to be installed, so it would be a 32 x 40 area. Mrs. Rexroad indicated the concern is whether there is enough space to install the swings and whether there might have to be some adjustments to the playground. Mrs. Wronski also indicated the possibility of

vandalism was discussed because she stated there is no way to lock the swing down. Dr. Castillo stated his opinion that vandalism should not be a concern because his experience has been the swings on the playground are also used by the community and he has not witnessed one that was vandalized or damaged.

2. Director's Report

a. *Summary of Governing Board Action*

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

b. *Staff and Program Update*

Mrs. Rexroad reviewed the enrollment numbers for December. They are:

Pioneer Grove – 51
Mackay. – 39
SELF – 32
ACCESS – 15
Transportation – 536

c. *Technology Report*

Mrs. Rexroad provided a copy of Mr. Furgason's Technology Report. He has been busy crafting SharePoint on Office 365 for technology documentation and knowledge base. Previously there were many login addresses and passwords that could not be located. He spent a lot of time locating that information and it was decided information should not be with just one person. He is creating documents so other personnel can have access to that information. He is also contacted some other special education cooperatives as far as sharing ideas and looking at what is being done about technology. Some email shares are taking place. He is just starting to gather phone information for the move to VOIP phone systems. He is almost done with updating the wireless system at Pioneer Grove, Mackay, and Transition House. He is also assembling two Smartboards at Pioneer Grove that were purchased using PSO donated money, money from the Twin Hearts Foundation, and the Knights of Columbus.

d. *Categorization of Aides*

Mrs. Rexroad reported the aides were previously categorized into programs. An issued concerned the list of programs has changed and not all of the categories were represented appropriately. In speaking with the Cooperative attorney, the aides should be on every list for which they are qualified and technically they are qualified for all of the lists. There was Board action to eliminate all of the categories and have one seniority list.

e. *Governance*

Mrs. Rexroad stated she sent the Superintendents information from the Cooperative attorney regarding Governance. There is nothing in the *School Code* that indicates a district has to have an Advisory Committee. The attorney shared information that there are 67 joint agreements and 27 have governing boards and 40 have administrative districts. Mrs. Rexroad stated this topic will be on the Governing Board agenda. She asked the Advisory Committee to provide their recommendation. Discussion took place. There was consensus that the Governing Board should make the decision.

E. OLD BUSINESS

F. NEW BUSINESS

G. NEXT MEETING

March 13, 2017 – 9:00 a.m.

H. ADJOURNMENT

Dr. Zinni moved, seconded by Dr. Tingley, 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 9:25 a.m.

Respectfully submitted by:
Cheryl A. Della Penna
Administrative Assistant, District #843