

**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
June 12, 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: Mr. Russell Ragon (District #114); Mrs. Barbara Rains (District #161);
Dr. Maura Zinni (District #157C); Dr. Scott Tingley (District #210);

Member absent: Dr. Omar Castillo (District #159)
Also present: Mrs. Sarah Rexroad, Director of District #843
Mrs. Colleen Wronski, Business Manager

B. PUBLIC COMMENT

C. APPROVAL OF MINUTES - REGULAR MEETING - May 8, 2017

Dr. Zinni moved, seconded by Dr. Tingley that the Committee approve the minutes of the regular meeting held on May 8, 2017.

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

Motion carried: 4 Aye, 0 Nay

D. REPORTS

1. Financial Report

a) *Review of Accounts*

Mrs. Wronski has reviewed District #843's cash balance. Because the district has had some MOE issues, Mrs. Wronski is not going to do any pre billing. She will bill our member districts on July 1st and the bills are due in July. Mrs. Wronski also mentioned that the district has had some large workers compensation claims, and as a result, the district was dropped by our carrier. We have since gone out to the market place and did receive a new policy. Mrs. Wronski stated that District #843 has done many things to mitigate going forward with workers compensation issues. The broker we are now using, Assurance, feels that because we have put so many things into place we should see our loss ratio drop off. Dr. Zinni asked what types of things District #843 has put into place. Mrs. Wronski stated that Pioneer Grove has done some safety things with the physical space, and has worked with our worker's compensation provider, IPMG, regarding safety, such as lifting practices and procedures with staff. Dr. Zinni asked what types of claims these mostly are. Mrs. Wronski stated that they are mostly from transportation. Mrs. Rexroad stated that they are typically slips and falls, as well as injuries when there is a bus accident. Mrs. Wronski mentioned that Midwest Transit is going to come out and do a safety seminar in August. Mrs. Wronski also suggested changing some pre-employment screening that the district currently has in place for our employees. It would be a more extensive screening, so we are sure that the applicant is capable of lifting a certain amount of weight, etc.

b) *Building and Grounds*

Mrs. Wronski stated that we've done some grounds work including tree removal, mulch, and flowers put down as a team building exercise. The ROE came to the districts buildings few months ago. All of the items that we needed to fix have been completed. Mrs. Wronski also mentioned that one of the restrooms at Mackay has had some plumbing work done. Now another restroom at Mackay has been having some flooding issues. This is the only problem in the 10 Year Life Safety which we have not planned. Other than this issue, minimal work will need to be done.

- c) *Budget 2017-18*
Mrs. Wronski provided all member districts with preliminary budget sheets. The only piece that has not been added is the negotiations that we are currently working on and those will be added once approved. The transportation budget is higher due to the purchase of five new buses. Mrs. Wronski also mentioned that all business managers received an ESY budget that may have some minimal changes because of student enrollment.
- d) *IDEA Grant*
Mrs. Wronski stated that preliminary numbers have come out and they have not changed from the previous year. They have not opened the application yet for 2017-18 school year, but when they do, we will open the application so all districts can write for it and start spending July 1st.
- e) *Transfer of Funds*
Mrs. Wronski is going to ask the Governing Board for approval of transfer of funds from Fund 10 to Fund 40 to pay for our leases and new buses. Mr. Ragon asked when Mrs. Wronski and Mrs. Rexroad would be attending the member district board meetings. Mrs. Wronski and Mrs. Rexroad will attend District #114 and District #161 board meetings on July 12th and District #157C on August 17th and possibly District #159.

2. Director's Report

- a) *Summary of Governing Board Action*
Mrs. Rexroad stated that there were presentations for SMART Boards and awards night at Mackay. The District #210 Agreements were all approved.
- b) *ESY Registration*
Mrs. Rexroad stated that today was the first day of ESY. A district did add some new students last minute, and we did end up needing to contract 10 hours per week of speech services at the Mackay Center.
- c) *Technology Report*
Mrs. Rexroad stated that Mr. Furgason is working on SharePoint on Office 365 for documentation. He has deployed new computers and all data has been entered into Asset Panda. Mrs. Rexroad mentioned that online registration for the student's parents should be up and running for next school year. Ms. Antonini has also been entering the student's medical records in Tyler as well. Mrs. Rexroad also has Mr. Furgason working on a five year technology plan to see what needs to be done, as well as the finances for those plans.
- d) *2017-2018 Meeting Dates and Locations*
Mrs. Rexroad asked if the Advisory Committee should continue to have the meetings at Pioneer Grove. It was decided that the meetings will remain at Pioneer Grove. After discussion, the Advisory Committee cancelled the July 10th Advisory Committee meeting.
- e) *Transportation Services with District #122*
Mrs. Rexroad stated that there is a withdrawal agreement indicating that the district has to give one year notice to terminate transportation services with District #122. Mr. Ragon asked if we want to run that large of a transportation department or should we streamline it and make it smaller. After discussion, Dr. Tingley confirmed that the Advisory Committee is in agreement that Mrs. Rexroad can take this matter to the Governing Board. They are in support of District #843 providing notice to District #122 of discontinuation of transportation services effective July 1, 2018.

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f) Contracted Services

Mrs. Rexroad stated that we have had some issues with our audiological service provider, Sertoma. Kankakee Area Special Ed. Cooperative or KASEC, has proposed that they could provide all of the services that Sertoma provided us for a lower cost. Mrs. Rexroad would like to recommend using KASEC services next year. Mrs. Rexroad stated that our OT/PT contracted services are through Milestones and ProCare Therapy, and that the district will use them on an as needed basis. Our speech contracted services are needed for 10 hours for ESY this summer. Mrs. Rexroad mentioned that we may have two speech pathologists positions open this fall, and that she will be looking into this further this week. Mrs. Rexroad stated that she received attorney RFP's, and would recommend either Hauser Izzo, LLC, or Engler Callaway Baasten and Sraga, LLC. Mrs. Rexroad has worked with attorneys from each firm in the past, and each firm does have relationships with our member districts. Dr. Zinni stated that Mrs. Rexroad should choose whichever firm she is more comfortable using.

E. CLOSED SESSION

There was nothing to discuss in closed session.

F. OLD BUSINESS

G. NEW BUSINESS

H. NEXT MEETING

August 14, 2017 – 9:00 a.m.

I. ADJOURNMENT

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

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

Motion carried: 4 Aye, 0 Nay

Chairman Ragon declared the meeting adjourned at 9:47 a.m.

Respectfully submitted by:

Kristin Menconi

Administrative Assistant, District #843