

**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
March 13, 2017

A. Roll Call

Mr. Ragon called the meeting to order at 9:03 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 - February 13, 2017

Dr. Zinni moved, seconded by Mrs. Rains 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 Cooperative spent more IDEA money this past month. A reconciliation of all of the accounts was completed and the districts had a true up on their last bill. MOE was discussed at the Business Manager meeting last week. Two business managers have already submitted them. By the end of the month everything will be reviewed to make sure all districts will meet MOE. The concern is the State of Illinois is short staffed in the department that handles MOE and only one person will be there to handle inquiries.

b) *Building and Grounds*

Mrs. Wronski stated that she did meet with the architect about the ten year life safety plan. There are a couple of small items that will be taken care of this year. Next year, sidewalk repairs in the amount of \$10,000 need to be addressed. All of the 10 year life safety issues for this year at Mackay Center have been addressed. Mrs. Wronski is getting a report prepared to file with the ROE.

Mrs. Wronski did get an estimate regarding the playground swing. The estimate to install the swing is \$5,500. Nothing in the quote addressed the surface. Mrs. Wronski should know more by the end of the week. There was also a question about the clearance because a 32 x 20 ft. area is required.

Mrs. Wronski spoke with PCG about transportation claiming for Medicaid. She spoke with a representative from PCG about what would be involved in claiming transportation. Mrs. Wronski received an estimate of \$5,000 total for all five districts for assistance with the claiming process. There is a lot of work in putting the information into the system so you can claim the miles, as well as a lot of stipulations. You have to keep detailed records. The drivers would also have to have a sheet to keep records of the students which the Cooperative does not currently do. To go back now, the person handling I-Star in the individual district would have to record the transportation for the students and go back and put the student in for

transportation, the days, and route. It would be time consuming. When Mrs. Wronski presented this to the Business Managers there was concern whether activating this procedure now would be worthwhile. Perhaps it would be more advantageous to set up a system starting at the beginning of the next fiscal year.

Mrs. Wronski indicated that something came up from ISBE last week about how, as a State, Cooperatives are claiming for IDEA expenditures. The Cooperative is not putting the reports in on a timely basis. She stated, at the very least, the districts should do this on a quarterly basis. As soon as the Cooperative submits data, the State vouchers and releases payment.

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. Dr. Zinni inquired about the Governing Board's comments regarding Governance. Mrs. Rexroad stated she provided them with the information from the attorney and there was no further action.

b. *Staff and Program Update*

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

Pioneer Grove – 51
Mackay – 39
SELF – 33
ACCESS – 15
Transportation – 539

c. *Technology Report*

Mrs. Rexroad provided a copy of Mr. Furgason's Technology Report. The purchase of laptops and desktops was approved a long time ago, but he ran into trying to get an accurate inventory. He is in the final stages of the project. The phone information for the VOIP was put on hold when he was putting in the Tyler and AESOP systems and upgrading the internet. He is now putting a focus on the VOIP switch. The wireless system at Pioneer Grove, Mackay, and the House is complete. Pioneer Grove has obtained funds from the Twin Hearts Autism Foundation, Knights of Columbus, and PSO for the purchase of two smart boards and Mr. Furgason finished the installation last week. The staff is very excited about this addition.

Mrs. Rexroad stated the Cooperative has a lot of equipment in storage that will be reviewed this summer for the possibility of elimination. We have not had an asset tag system in place for the computers and devices. Before any of the new items are provided to staff, everything will go through the asset tag system.

d. *Infinitec Agreement for FY18*

Mrs. Rexroad reported that Infinitec provides the Cooperative with equipment services, technical support information, online training, and testing. Their membership is a charge per student based on the fall housing enrollment. There is a slight increase next year from 55¢ to 60¢ per student, but they have not increased their rate in ten years. That agreement will be discussed at the Directors' Meeting and the Director anticipates moving forward with that agreement.

e. *Interagency Agreement*

Mrs. Rexroad stated she has been in communication with the Kankakee Cooperative about the need in one of the districts in that area for 90 minutes per week of Hearing Itinerant services for the last quarter of this year. The Director was able to work out a schedule with Herscher Community Unit school District #2 to provide this service. She would like to proceed with this Agreement and will be presenting it to the Governing Board.

f. *Policy Update*

Mrs. Rexroad stated she will be presenting to the Governing Board a policy update regarding clarification of educational support personnel sick and personal days. This action will update the personnel handbooks.

g. *The House*

Mrs. Rexroad provided the Advisory Committee with the schedule that shows the current use of the House. Mrs. Rexroad asked the Superintendents for their comments on the future use for the House pertaining to programming. Mr. Ragon indicated it appears the House is used about 1 or 2 hours per day. He wanted to know what the costs were for the House on an annual basis and can two hours per day be justified. Mrs. Rexroad indicated that last year the cost for maintaining the property was between \$12,000 and \$14,000 for the year. Mrs. Rexroad will take this topic to the Director Meeting for discussion. Mrs. Rexroad has looked long term at the possible enrollment increases at Pioneer Grove. She speculated that the space on the upper level at Pioneer Grove might need to be used for classrooms and the administrative office could be moved to the House.

h. *Pioneer Grove PSO*

Mrs. Rexroad reported that the Governing Board President asked about the PSO funds. The Director stated the funds are currently in a Cooperative student activity account and the President suggested those should be separated. There are some concerns with the co-mingling of funds. Some member districts either have separate funds or are in the process of separating funds for their Parent Organizations and Foundations. Also discussed was the need to have a district procedure in place to address the necessity of Board approval for donations from these groups.

i. *Negotiation Meetings*

Mrs. Rexroad stated that Negotiations for salary and benefits for the Cooperative Unions will start at Pioneer Grove as follows on March 21, 2017:

The Lincoln-Way Area Support Personnel Organization	3:00 p.m.
The Lincoln-Way Area Special Education Association, IEA-NEA	4:00 p.m.

E. OLD BUSINESS

F. NEW BUSINESS

G. NEXT MEETING

April 10, 2017 – 9:00 a.m.

H. 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 9:40 a.m.

Respectfully submitted by:

Cheryl A. Della Penna

Administrative Assistant, District #843