

**VLincoln-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
November 14, 2016

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); Dr. Maura Zinni (District #157C); Dr. Scott Tingley (District #210)

Also Present: Mrs. Sarah Rexroad, Director of District #843
Mrs. Colleen Wronski, Business Manager
Dr. Peggy Manville, Superintendent, District #122

B. PUBLIC COMMENT

C. APPROVAL OF MINUTES - REGULAR MEETING - OCTOBER 17, 2016

Dr. Tingley moved, seconded by Dr. Zinni that the Committee approve the minutes of the regular meeting held on October 17, 2016.

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

Voting Abstain: Dr. Castillo

Motion carried: 3 Aye, 1 Abstain

D. REPORTS

1. Financial Report

a) *Review of Accounts*

Mrs. Wronski reviewed the October financials. The treasurer's report was presented differently than in the past. The Governing Board asked her to add some other items to show month over month and year over year. There may be other changes in the future.

b) *Reconciliation*

Mrs. Wronski indicated that each Superintendent received a copy of their district's reconciliation that showed each district will receive money back. Mrs. Wronski's other concern is MOE. In regard to any money owed back at the end of a quarter, the Advisory Committee agreed that giving credits in the programs would work better and then bill off of those credits. Mrs. Wronski will send out information to the Business Managers. When the budget was completed for transportation last year gas was high and that is a reason the districts are receiving money back in transportation this year.

c) *Billing*

She would like to change the past practices and make billing changes on a timely basis. She is looking at actual billing at the end of the quarter.

d) *Additional Business Items*

Mrs. Wronski has been working with Mrs. Rexroad on the legal and audit RFPs. It was recommended an RFQ instead of an RFP for legal be completed. Districts were asked to share any contacts they have whom they would recommend the RFP/RFQ be sent out.

2. Director's Report

a. *Summary of Governing Board Action*

Mrs. Rexroad reviewed the action items that took place at the October Governing Board Meeting. There were a couple of questions and discussion about what is reflected in the minutes. Mrs. Rexroad indicated she drafts the minutes, the boards discuss the minutes, and then approve them.

b. *Staff and Program Update*

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

Pioneer Grove – 51

Mackay. – 35

SELF – 31

Transportation has an increase of 4 students.

Mrs. Rexroad followed up the transportation staff and they indicated there are more early childhood students.

Mrs. Rexroad indicated that the other districts were contacted about their holiday schedule. Mrs. Rexroad would like to follow the majority of the districts and observe a similar schedule.

c. *Technology Report*

Mrs. Rexroad provided a copy of Mr. Furgason’s Technology Report. He is looking to form a group with the directors of technology of some neighboring special education cooperatives. He also has had an intern this year that has done a good job. Mr. Furgason is trying to get the network documentation updated and clean up MDFs (IT Closets).

d. *Building and Grounds*

Ms. Wronski stated she meets with Rich Wilkey from District #210 on a monthly basis and they recently went over the 10 year life safety plan for Mackay. There are some things that need to be completed this year. Most of the work can be done by Chuck Welke’s team at District #210 using SchoolDude maintenance software to keep track of the items. The Cooperative is waiting for a quote on three fire doors for closets. Fire walls also need to be installed in those three rooms. Mr. Welke indicated that his team can do this over the Christmas break.

The PSO at Pioneer Grove wanted to purchase a single standing stove, but the electrical needs to be upgraded. Mr. Wilkey said that his team could do this. District #210 will bill for projects they complete.

e. *Policies*

Mrs. Rexroad explained that the lump sum insurance bonus of \$1,000 has been in place for years for the two bargaining units not taking insurance. The educational support staff is broken out into five categories. Two of the staff groups who do not take insurance receive a \$500 bonus. In 2014 the bus monitors were added to the bonus group. Two other groups do not presently get any bonus. Mrs. Rexroad is proposing to make all support staff equal in the bonus proposal for not taking insurance. Dr. Zinni stated there should be some consistency. She indicated that all of her district staff who do not take insurance received \$750. There was consensus among the Superintendents that all Cooperative staff should receive the same amount of \$1,000.

Mrs. Rexroad indicated that the support handbook indicates that sick leave days should be capped at 240, which aligns with IMRF. The Cooperative has four employees who are in excess of 240 days. The handbook also indicates that the staff can buy back those days at \$10.00 per day. She wants to bring all support employees to a cap of no more than 240 sick days. To pay out the four employees would cost \$3,175. Dr. Zinni indicated that the handbook states no more than 240 days and the Cooperative should not be paying out more than that. After discussion there was agreement that the cap should be 240. Dr. Zinni asked if any other district has a cap. They do not. Mr. Ragon said they do not have a cap and when employees retire they are paid out so many dollars up to so many days. Dr. Zinni says her district pays out

days when employees retire. Dr. Zinni stated she does not approve of giving special compensation to a small group of people. Dr. Tingley indicated that if the 240 limit is in the handbook as a cap and there is staff that went over the threshold, they should not get reimbursed.

f. *SELF*

Mrs. Rexroad distributed a SELF program analysis. There is a comparison showing four and three classrooms at a new location. The Director and Mrs. Boyens met with Dr. Castillo and Mrs. Parente last week to view the Mokena space. It is a similar set up to what the program has at Oakview and Haines. The space reviewed at District 159 was three classrooms at Mokena Elementary and two at Mokena Intermediate School. However, one classroom at MIS may be sufficient. Mrs. Boyens has been reviewing the staff numbers and their schedules. The numbers are tentative because there will also be a meeting to consider space in #157C on November 21. Part of that discussion will include sharing staff. Mrs. Rexroad stated she will report back to the Advisory Committee and the Governing Board in December.

Dr. Zinni asked Mrs. Rexroad to explain the administrative projection. Mrs. Rexroad indicated that there will be limited sharing of administration in the buildings. Administration assistance would be covered by 843 Administration. Dr. Zinni was looking for a flow chart of administration protocol. Dr. Zinni also was looking at a time line for communicating to boards and families regarding this move because she would like to bring something to her board meeting in December. Mrs. Rexroad said it is an agenda item for the Director meeting on November 18.

g. *Transportation*

Mrs. Wronski stated that the EPA had a \$7 million grant across the US for any diesel bus that is 2006 or older. The Cooperative has six owned diesel buses. One did not qualify because it did not register 10,000 miles. Mrs. Wronski applied for the five buses and should know by mid December. The money would have to be used to purchase and replace the buses. There is a deadline of March 1 to use the grant money.

Mrs. Rexroad stated that the transportation numbers have increased significantly from the beginning of the school year. It is causing concern for a shortage of vehicles and that is being monitored. Early childhood students cannot ride in a minivan because they often have harnesses that cannot be installed in minivans. Mrs. Rexroad did meet with Midwest Transportation to investigate if the Cooperative could lease a bus(es) if a shortage occurred. There are nine vehicles coming off lease at the end of the year. Midwest did indicate they have vehicles on their lot and could assist if needed.

With the increase in the early childhood students, there are several vehicles with eight or nine three-year old students in harnesses. The concern is whether or not to have a monitor on those routes. Mrs. Rexroad is reaching out to other districts to see if there is a threshold for adding a monitor. Mrs. Rexroad will return with more information.

There are nine bus leases coming off this year and fifteen coming the following year. Resources have been tight this year with the growing numbers. Mrs. Rexroad wants to open the discussion about discontinuing service to non-member districts. The Cooperative would give the non-member districts over a year notice to find alternative transportation. Dr. Tingley asked for numbers and the cost.

E. NEXT MEETING

December 12, 2016 – 9:00 a.m.

F. ADJOURNMENT

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

*Voting Aye: Dr. Castillo, Mr. Ragon, Mrs. Rains, Dr. Tingley, Dr. Zinnis
Motion carried: 5 Aye, 0 Nay*

Chairman Ragon declared the meeting adjourned at 10:11 a.m.

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