

**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
October 17, 2016

A. Roll Call

Mr. Ragon called the meeting to order at 9:06 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
Dr. Peggy Manville, Superintendent, District #122

B. PUBLIC COMMENT

C. APPROVAL OF MINUTES - REGULAR MEETING - SEPTEMBER 12, 2016

Dr. Tingley moved, seconded by Dr. Zinni that the Committee approve the minutes of the regular meeting held on September 12, 2016.

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

Voting Abstain: Mrs. Rains

Motion carried: 3 Aye, 1 Abstain

D. REPORTS

1. Financial Report

a. *Review of Accounts*

Mrs. Wronski reviewed the September financials. All of the districts were billed for summer school in September.

b. *Reconciliation*

Mrs. Wronski indicated that the 2015-16 reconciliation is almost complete. She has a couple of programs, along with transportation, left to review. She anticipates being done by the end of this week.

c. *Audit*

The audit has been finalized. There were no findings and it will be submitted to ISBE. The Cooperative was under budget and that is what the findings will show. This is the third year of the contract with the auditing firm.

2. Director's Report

a. *Summary of Governing Board Action*

Mrs. Rexroad reviewed the action items that took place at the September Governing Board Meeting. There was discussion of the SELF program housed at District #122. It was agreed that protocols and procedures must be in place for future tours. Members agreed that the Director has the authority to determine the appropriateness of visits to the program.

b. *Staff and Program Update*

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

Pioneer Grove – 51
Mackay – 35
SELF – 31

c. *Technology Report*

Mrs. Rexroad provided a copy of Mr. Furguson's Technology Report. He has been busy getting the Mackay computers and servers moved over to the Pioneer Grove domain. That has been completed. The Cooperative has been working on the Tyler Information System getting that up and going. The main focus is the class schedules and course assignments so that can be used for getting information to the State. The next phase is looking at integrating the easy IEP information into the system so demographic information can be brought in. Also being addressed is getting a better system for transportation documentation for the Medicaid billing. Mr. Furguson is working on purchasing laptops and desktops to replace the oldest machines in the replacement cycle. Orders were not placed in the summer because the Cooperative wanted to wait to see what was truly needed in order to be fiscally responsible.

d. *Transportation Accident Procedures*

Mrs. Rexroad stated that previously discussed were the calls for emergency procedure contacts. Since that time, some districts have requested that the principal be contacted during emergency procedures even though they were not shown to be contacted on the call form. Mrs. Rexroad asked the Superintendents their preference. There was unanimous consent that the principal of the building to or from which the bus was traveling that was involved in an accident be called.

e. *Building and Grounds*

Mrs. Rexroad indicated that the 10 year life safety is lined up for winter break. It is aligned for when 210 is doing their program. The Cooperative has the same architect as District 210. Dr. Tingley stated that it would be less costly staying with the original architect involved. His investigation indicated it would be a more costly to switch to another architect. Mrs. Rexroad anticipates addressing resurfacing the parking lot at Pioneer Grove during the process.

There is an issue raised by a District 157C board member regarding the Pioneer Grove PSO raising money for two items for Pioneer Grove. Mrs. Rexroad was not aware of this until it was brought to her attention last month. One item was a wheelchair accessible swing for the playground and the other being a new stove for the kitchen on the main floor. The status is that it is not as easy as originally thought to install these items. The swing requires concrete to be poured, as well as a walkway. She is looking at completing that in conjunction with the life safety and having the architect look at the costs associated with that. There currently is a built in oven without a stove top in the kitchen at Pioneer Grove. The PSO wants to purchase a single standing stove. This is not a simple switch out.

Mrs. Rexroad will be meeting with Mr. Wilkey from District 210 to look at these items this week. They are not quick fixes. Dr. Zinni suggested that in the future when there is an opportunity to write a grant it should be signed off by someone at the administrative level along with some procedures involving the donation. The grant should include everything involved with the item. Dr. Zinni also asked about the parking lot and how it would be filled. Mrs. Rexroad indicated that the By-laws do address major maintenance and repairs for the Cooperative. The Director also stated that payment for the parking lot repair has also been built into the budget. Dr. Tingley stated that their architects are surveying all of the roofs and parking lots of the district buildings. He stated that perhaps their architects could also review the Cooperative's parking lot and provide a cost.

f. *SELF*

Mrs. Rexroad stated that Mr. Ragon informed her that she should begin looking at what the SELF program would look like for next year. Mrs. Rexroad did meet with Mrs. Wronski to review the budget. The Director stated she will start her data and calculations by determining how many students, sections, and staff is currently in the program and what will be needed in the future. Presently without district 122 students, the Cooperative is projecting 19 students

in the Cooperative program. The Director indicated there should be four classrooms. There are currently five. She could have one at Mokena Elementary and Mokena Intermediate. The Frankfort Special Education Director has indicated that Hickory Creek could have space. Dr. Zinni stated that there is space at Hickory Creek, but has not discussed it yet with the Principal.

Mrs. Rexroad also said preliminarily she is looking at staff and whether there could be a reduction in the amount of FTE to the SELF program. She will have conversations with Districts 159 and 157C between now and the next Advisory Committee meeting regarding space. She will work on the specific numbers of students in each classroom. Dr. Zinni said it was important to have the staffing numbers formulized to possibly make a change. Mrs. Rexroad will review staff and the possibility of sharing staff in the buildings.

E. NEXT MEETING

November 14, 2016 – 9:00 a.m.

F. 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 9:46 a.m.

Respectfully submitted by:

Cheryl A. Della Penna

Administrative Assistant, District #843