

Mid-Valley Special Education Cooperative
Executive Advisory Board Meeting
Wednesday, September 4, 2013
1304 Ronzheimer Avenue
St. Charles, IL 60174

The Mid-Valley Special Education Cooperative board met in Regular Session on Wednesday, September 4, 2013 at the Mid-Valley Special Education Cooperative, Administration Building.

Call to Order

Dr. Schlomann, Board Chairman called the meeting to order at 9:04 a.m.

Roll Call

Upon roll call the following members were also present: Dr. Lisa Hichens, Superintendent D101; Dr. Stirn, Superintendent D301; Dr. Schuler, D302; Dr. Mutchler, Superintendent D304.

Also present: Special Education Administrative Liaisons/Designees from the member districts; Dr. Carla Cumblad, Mid-Valley Executive Director; Nancy Sporer, Mid-Valley Director of Business and Human Resources; and Bonnie Carlson, Mid-Valley Executive Assistant.

Approval of Agenda

Dr. Schlomann called for the Approval of the Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of Agenda was confirmed by unanimous roll call vote.

Public Comment

None

Consent Agenda

- 4.1 Approval of Minutes, Executive Board Meeting, August 7, 2013
- 4.2 Approval of Closed Session Minutes, August 7, 2013
- 4.3 Approval of Bills, August, 2013
- 4.4 Approval of Payroll, August, 2013
- 4.5 Financial Report, July, 2013
- 4.6 Approval of Donation
- 4.7 Destruction of Closed Session Tapes
- 4.8 Delnor Aquatic Therapy Contract

Dr. Schlomann called for Approval of the Consent Agenda. Dr. Stirn moved and Dr. Mutchler seconded the motion. Approval of the Consent agenda was confirmed by unanimous roll call vote.

Information

- 5.1 Introduction of New Behavior Technical Assistant**
Dr. Cumblad introduced Jaqui Vivoli to the Board as the new part-time Behavior Technical Assistant.
- 5.2 Student and Staff Enrollment, August, 2013**
Dr. Cumblad shared the recent student enrolment with the Board noting changes to the net column with a two student difference from the original projections but with a significant number of referrals and exits. Due to changes in student numbers and class size, the hiring of teaching assistants was delayed until August. Teaching assistants were moved according needs. OT/PT reporting system will be discussed at the next meeting.
- 5.3 Administrative Liaison Meeting Minutes, August 26, 2013**
Dr. Cumblad shared the minutes of the liaison meeting on August 26, 2013. Discussions included information obtained from the Directors Conference, protocol for OT/PT equipment moves, high school transition networks, communication with administration teams, principal networks and IEP changes. Recent changes in Netchemia procedures were also discussed.
- 5.4 Beginning of the School Year Activities**
Dr. Cumblad shared with the Board the beginning of the year activities that included CPI training and new staff workshops. Opening Day was held at the Arcada Theater and included viewing the movie "Who Cares about Kelsey". Other activities included the Family Picnic which brought an attendance of approximately 90 people. Workshops were conducted on Discrete Trial Training, Switch Training, and STARS Curriculum.
- 5.5 Mid-Valley 50th Anniversary**
Dr. Cumblad reminded the Board of the upcoming Mid-Valley 50th Anniversary Celebration on September 12, 2013. Past and current Mid-Valley staff and families are invited to attend.
- 5.6 MJC Open House**
Paige McNulty invited Board members to the MJC Open House being held on September 17, 2013.
- 5.7 Preservice Teachers**
Dr. Cumblad notified the Board of the list of two preservice teachers from NIU this fall.
- 5.8 Music Grant Award**
Dr. Cumblad shared with the Board that a music grant was obtained Paul Scanlon in the amount of \$975.00, to assist with the new music program at MJC.
- 5.9 ESY Report**
Dr. Cumblad reviewed the ESY information with the Board. This year ESY was held at three sites and was condensed into a four day, four week period. This change was received favorably by staff and parents. Although the referral process was refined, the referrals changed significantly after the deadline. This was a problem because the student to staff ratio fluctuated and the program eventually was over staffed
- 5.10 Handbook**
Dr. Cumblad reported to the Board that Parent/Student Handbooks were completed. Each Board member received a copy.

5.11 Freedom of Information Requests for August, 2013

The Board was informed of Freedom of Information requests filed in August by Patti Lopuszanski regarding (a) employee names and check numbers related to the "Employee Vendor" listing on the disbursements list; (b) hourly wages, base salaries, benefits, retirement, car allowance, mileage, sick days, overtime, tuition reimbursement, vacation days, for all employees for the 2012-13 and 2013-14 school years; (c) a copy of the public notice for the budget; (d) copy of the checks sent to "Employee Vendor". Responsive documents were sent. Approximate staff time to assemble information: 22 hours; approximate staff costs: \$853; Legal costs for June FOIAs: \$281.

For Discussion

6.1 OT/PT Transition Plan

Dr. Cumblad shared with the Board the OT/PT Equipment Procedures. All items in storage have been inventoried and a list of equipment will be posted on the Mid-Valley website. Districts will need to request access to the storage facilities by contacting the team leaders and by completing a move order also found on the website. Districts outside of D303 will need to arrange moves that will occur within their district. D303 will move items in and out of storage and large items between districts.

6.2 Safe Schools Report

Paige McNulty shared with the Board individual Safe Schools reports that showed an update on each district students and academic and behavior progress.

6.3 Change in Time for October Board Meeting

The Board has agreed the October Board Meeting will begin at 8:00 a.m.

For Action

7.1 Approval of Teaching Assistant Increases

Dr. Mutchler motioned and Dr. Schuler seconded to approve the Teaching Assistant Increases. Motion was passed with unanimous roll call vote of members present. Dr. Stirn excused himself from the room prior to the vote.

7.2 Approval of the Personnel Report, August, 2013

Dr. Hichens motioned and Dr. Mutchler seconded to approve the Personnel Report, August 2013. Motion was passed with unanimous roll call vote.

7.3 Approval of Purchase of Vehicles

Dr. Mutchler motioned and Dr. Hichens seconded to approve Purchase of Vehicles. Motion was passed with unanimous roll call vote.

Adjourn to Closed Session

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)

(2) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11)

Motion to move to Closed Session: Motion was made by Dr. Stirn and seconded by Dr. Mutchler at 9:55 a.m.

Further Action Possible

None

Adjournment

Motion made by Dr. Stirn and seconded by Dr. Hichens. By consensus the motion carried 5-0
Ayes.

The meeting was adjourned at 10:24 a.m.

Chair of the Mid-Valley Board