

Mid-Valley Special Education Cooperative

Executive Advisory Board Meeting

Wednesday, March 5, 2014

1304 Ronzheimer Avenue

St. Charles, IL 60174

-REVISED-

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, March 5, 2014 at the Mid-Valley Special Education Cooperative, Administration Building.

Call to Order

Dr. Schlomann, Board Chairman called the meeting to order at 9:10 a.m.

Roll Call

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

The Agenda was amended prior to approval. Dr. Schlomann called for the Approval of the Amended Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Amended Agenda was confirmed by unanimous roll call vote.

Public Comment

None

Consent Agenda

- 4.1 Approval of Minutes, Executive Board Meeting, January 29, 2014
- 4.2 Approval of Closed Session Minutes, January 29, 2014
- 4.3 Approval of Bills, February 2014
- 4.4 Approval of Payroll, February 2014
- 4.5 Financial Report, February 2014
- 4.6 Approval of Donations
- 4.7 ~~Approval of Waubonsee Community College Contract, Spring, 2014~~

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 National Board Certification: Deb Sall

Dr. Cumblad introduced Deb Sall to the Board. Board members congratulated Ms. Sall on her achievements.

5.2 Student and Staff Enrollment, February, 2014

Dr. Cumblad shared the student enrollment with the Board. It was noted that the Safe School program has consistently stayed the same over the extent of the school year. Dr. Cumblad informed the Board the OT/PT minutes would be moving into FTEs for the FY2014-15 budget. The staffing is where it is expected to be.

5.3 Administrative Liaison Meeting Minutes, February 24, 2014

Dr. Cumblad shared the minutes of the liaison meeting on February 24, 2014. Highlights included discussion on the ISBE complaint process revision, facilitated IEP training, professional development attendance, and a review of the Technical Assistant description. Discussion also included the administrator breakfast being replaced with an administrator academy sponsored by Mid-Valley and the ROE in June.

5.4 Finance Committee Meeting, February 27, 2014

Nancy Sporer shared the minutes of the finance committee meeting on February 27, 2014. Highlights included discussion on the technology rotation, the 5 Year Capital Improvement plan, program budgets, IDEA shared professional development, and ALOP funding.

5.5 Personnel Reimbursement

Nancy Sporer shared with the Board the annual personnel reimbursement information. Ms. Sporer discussed the chart showing the amount of reimbursement received and the total amounts paid. Checks were processed in February and hand delivered to each district at the Finance Committee meeting.

5.6 Professional Development Attendance

Dr. Cumblad shared the professional development attendance over the past six years. It was noted that the topics and member district attendance has increased dramatically over the past years.

5.7 Needs Assessment Results

Dr. Cumblad reviewed the results of the annual Needs Assessment. The areas of highest need were behavioral support, support for paraprofessional staff, enhanced instruction through technology and programs that support parent education.

5.8 Freedom of Information Requests

Nancy Sporer informed the Board of two FOIA's received in January from Patty Lopuszanski. On January 2, 2014 Ms. Lopuszanski requested: (a) the purpose for all stipends paid as noted on the salary history report with description of tasks for each stipend and dates tasks were worked on, (b) number of students enrolled in the ALOP program broken down by classroom teacher and home school district, (c) amount of GSA per student received for students enrolled in the ALOP program, (d) amount of tuition charged to each Mid-Valley Cooperative home school district per student enrolled in the ALOP program, (e) any and all dates Mid-Valley Special Education Cooperative held an information meeting for parents explaining the ALOP program, (f) and a list of Mid-Valley employees given full access to all student's IEP information in Netchmia to complete ALOP parent forms. Responsive documents pertaining to item a. were provided. There were no documents responsive to the remaining requests. Personnel time to respond: 6 hours, Personnel cost to respond: \$300.75.

January 21, 2014 Ms. Lopuszanski requested the following:(a) all copies of text messages saved and deleted and emails saved and deleted for th2013-14 school year

related to administrator reporting absences, work hours, and entering days off into the attendance reporting system, (b) specific dates taken off by administrators identify by specific dates posted under FMLA, sick, vacation and /or personal, (c) contractual rules and procedures for determining the base year for retirement and notification, (d) list employees that have received additional income or adjustments after entering into the retirement track beyond their base year salary and 6% increase. List reasons why employees are receiving additional income beyond their base year and when the Mid-Valley Advisory Board approved,(e) and all funding resources being used to pay the rent on the Shelby Building. Breakdown if being paid out of multiple resources and the amount from each. Responsive documents to items (b) and (e) were provided. There were no documents responsive to the remaining requests. Personnel time to respond: 7 hours, Personnel cost to respond: \$346.42.

5.9 ~~Unfair Labor Practice Findings~~

5.10 Reminder: Board Workshop, March 26, 2014, 11:30-2:30, D304

Dr. Cumblad reminded the Board of the Board Workshop date and location.

5.11 Spring Recognition Dates

The following Spring Recognition Dates were shared with the Board:

Business Partner Breakfast	April 24, 2014, 9:00-11:00
Staff Celebration & Appreciation	May 5, 2014, 3:00-5:30
Young Athletes Day	May 8, 2014, All Day
SAIL Graduation Breakfast	May 23, 2014, 8:30-11:30
New Directions/Safe School Graduation	June 4, 2014, 12:00-2:00

5.12 Kiwanis Grant

Dr. Cumblad shared with the Board the Kiwanis have awarded the Mid-Valley Special Education Cooperative with a grant for \$1000.00. The money will be used to purchase an iPad and babysitting services for the Parent Forums.

5.13 Spring Semester Student Teachers

Dr. Cumblad provided the Board with a list of pre-service teachers from Northern Illinois University that Mid-Valley will be hosting for the spring semester.

5.14 Institute Day Activities

Dr. Cumblad shared with the Board the recent institute days activities. Highlights included 200 participants at the Pam Leonard session, 150 participants at the Anita Archer session, and 48 participants at the common vocabulary session. The HI team attended a conference where two staff members received awards.

5.15 House Bill 5532: Equalized Reimbursement

Dr. Cumblad shared information regarding House Bill 5532 with the Board. The bill seeks to equalize the reimbursement a district may claim. At this time, private placements are reimbursed at a higher level than public placements. This bill would separate the financial concerns from making placement decisions for special needs students.

For Discussion

6.1 Governing Discussion

Dr. Cumblad informed the Board that the Governing discussion was presented at the D303 Board of Education meeting as a part of the Business Services report. There was no discussion regarding this item.

6.2 Board Meeting Dates, 2014-15

The Board meeting dates for FY 2014-15 were presented to the Board for discussion.

6.3 Administrative Assistant Transition Plan

Dr. Cumblad presented the Administrative Assistant Transition Plan to the Board. Discussion was held on the benefits of having a four week or two week training period. It was suggested by the Board to have a two week training in May.

For Action

7.1 Approval of the Personnel Report, February, 2014

Dr. Schuler motioned and Dr. Stirn seconded to approve the Personnel Report, February, 2014. Motion passed with unanimous roll call vote.

7.2 ~~Approval of Executive Director Multi-Year Contract, 2014-17~~

Approval was delayed for discussion in closed session.

7.3 District 303 Administrative Fees

Dr. Mutchler motioned and Dr. Stirn seconded to approve the District 303 Administrative Fees. Motion passed with unanimous roll call vote.

7.4 Audit Engagement Contract

Dr. Mutchler motioned and Dr. Hichens seconded to approve the Audit Engagement Contract. Motion 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. 5ILCS 120/2 (c)(11)*

Motion to move to Closed Session: Motion was made by Dr. Mutchler and seconded by Dr. Stirn at 10:14a.m.

Closed Session

Dr. Schuler called for a motion to return to Open Session.

Return to Open Session

Open Session began at 10:37. Motion made by Dr. Mutchler and seconded by Dr. Stirn. By consensus the motion carried 5-0 Ayes.

Action Possible

7.2 Approval of Executive Director Multi-Year Contract, 2014-17

Dr. Stirn motioned and Dr. Hichens seconded to approve the Executive Director Multi-Year Contract, 2014-17. Motion passed with unanimous roll call vote.

Adjournment

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

The meeting adjourned at 10:38 a.m.

Chair of the Mid-Valley Board