

Mid-Valley Special Education Cooperative

Executive Advisory Board Meeting

Wednesday, December 4, 2013

1304 Ronzheimer Avenue

St. Charles, IL 60174

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

Call to Order

Dr. Schlomann, Board Chairman called the meeting to order at 9:01 a.m.

Roll Call

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101, Gloria Sanders for 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

Dr. Schlomann called for the Approval of the Agenda. Dr. Mutchler moved and Dr. Schuler 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, November 6, 2013
- 4.2 Approval of Closed Session Minutes, November 6, 2013
- 4.3 Approval of Bills, November, 2013
- 4.4 Approval of Payroll, November, 2013
- 4.5 Financial Report, November, 2013
- 4.6 Approval of Pitney-Bowes Contract
- 4.7 Approval of Donated Items

Dr. Schlomann called for the approval of Consent Agenda Items 4.3 through 4.7. Dr. Mutchler moved and Dr. Hichens seconded the motion. Approval of Agenda was confirmed by unanimous roll call vote.

Dr. Schlomann called for the approval of Agenda Items 4.1 and 4.2. Dr. Hichens moved and Dr. Schuler seconded the motion. Approval of Agenda was confirmed by four ayes. Dr. Mutchler abstained.

Information

5.1 Student and Staff Enrollment, November, 2013

Dr. Cumblad shared the student enrollment with the Board. Enrollment has increased in the New Directions Program. One teaching assistant has been hired with the possibility of adding two more. Enrollment at SAIL Waubensee has declined due to students aging out. Staffing is where it is expected to be.

5.2 Administrative Liaison Meeting Minutes, November 18 & 26, 2013

Dr. Cumblad shared the minutes of the liaison meeting on November 18 & 26, 2013. Highlights included discussion of the shared professional development, needs assessment and facilitated IEP training. ESY procedures were also reviewed. The Liaisons also participated in the state webinar regarding PARCC accommodations and discussed implications.

5.3 Finance Committee Meeting Minutes, November 21, 2013

Nancy Sporer shared the minutes of the Finance Committee Meeting on November 21, 2013. Dr. Cumblad provided an overview of the process and the programs/services of Mid-Valley for new members. Discussions included Medicaid, IDEA, the budget calendar, budget parameters, the ALOP program, the capital plan and a possible technology rotation plan.

5.4 Freedom of Information Requests

The Board was informed of Freedom of Information requests filed in August by Patti Lopuszanski regarding (a) all Procurement Card monthly statements for all purchases for Mid-Valley Special Education Cooperative September 1, 2013 to present; (b) all Procurement Card receipts for purchases made in July and August, 2013; (c) budgets for each Mid-Valley Program and accounting of expenses spent with total funds remaining in each itemized program budget; (d) line item accounting of all ALOP funds Mid-Valley has received to date; receipts for any and all purchases made using ALOP funds and list of disbursements made using ALOP funds; (e) list of all Administrators/Principal and the current programs, school locations, student attendance hours, number of staff, number of students supervised. Number of current students physically enrolled by a district in each individual program classroom. Start of day and end of day work hours for every Mid-Valley employee. Total hours per week each administrator is paid and contracted to work; (f) breakdown of instructional minutes per day and current curriculum for all subject areas for all New Directions classrooms, Safe Schools and Transition; (g) copy of letter sent to parents informing them that Mid-Valley staff members will be driving students in Mid-Valley owned vehicles to fieldtrips, job locations, etc. Mid-Valley Board Policy and procedures approved by the Advisory Board identifying steps to insure that driving record background checks are in place to confirm that all staff members are properly licensed with a clean driving record. Copy of emergency procedures for drivers. List liability insurance carrier and medical coverage per student if vehicle is involved and accident and student is injured; (h) Copies of emails sent from Carla Cumblad to Mid-Valley administrators related to reporting absences for 2012-2013 and 2013-2014. Identify administrators that did not report sick days in AESOP for approval by their supervisor. List total number of unreported sick days for each administrator for 2012-2013. List number of non-comp days each administrator received for 2012-2013. Responsive documents were sent. Approximate staff time to assemble information: 13.75 hours; approximate staff costs: \$659; Legal costs for July FOIAs: \$1481.25; Legal costs for August FOIAs \$1680.00. Total legal fees for July and August FOIAs \$3161.25.

5.5 Safe Schools Report

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

5.6 Behavior Technical Assistance Report

Natalie Assell provided a report to the Board regarding the Behavior Technical Assistance program. The technical assistants are seeing fewer numbers of students, but the numbers of contacts per student have increased dramatically over the last three years, indicating that there are more significant needs being addressed. In addition, the technical assistants have been delivering consultation to groups of teachers this year, which is having an impact on a greater number of students. Training and networking has increased with many different types of trainings, serving a variety of different staff needs.

5.7 Holiday Hours

Dr. Cumblad reported to the Board the Holiday Hours for Mid-Valley Administrative Office. The office will be closed December 24 through 27, December 31 and January 1, 2014.

For Discussion

6.1 ESY Location

Dr. Cumblad shared with the Board that Batavia District 101 has agreed to house an ESY program for 2014. The location will be at the Alice Gustafson School.

6.2 Administrative Agent Discussion

Dr. Cumblad informed the Board the Administrative Agent discussion will be held on January 15, 2014 at the Mid-Valley Administrative Office at 5:00 p.m.

6.3 Board Workshop Date

The Board unanimously agreed to hold the spring workshop following the Advisory Board Meeting on March 5, 2014. The meeting will take place at the Geneva Administration Building from 11:30 a.m. until 2:30 p.m.

6.4 Needs Assessment

Dr. Cumblad shared with the Board that Natalie Assell is currently working with the Administrative Liaisons to develop a draft for this year's multi-district, comprehensive needs assessment. The draft will be finalized by the administrative liaisons in December, sent for distribution in January and analyzed in February.

6.5 Administrator Breakfasts

Dr. Cumblad shared with the Board that the response to the Administrator Breakfast is low. It has been suggested that this issue be discussed with the District Liaisons.

For Action**7.1 Approval of Personnel Report, November, 2013**

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

7.2 Resolution to Change Bank Signators

Dr. Schuler motioned and Dr. Mutchler seconded to approve the Resolution to Change Bank Signators. 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)

Motion to move to Closed Session: Motion was made by Dr. Schuler and seconded by Dr. Mutchler at 10:01 a.m.

Closed Session

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

Return to Open Session

Open Session began at 10:27. Motion made by Dr. Mutchler and seconded by Dr. Hichens. By consensus the motion carried 5-0 Ayes.

Action Possible

None

Adjournment

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

The meeting was adjourned at 10:27 a.m.

Chair of the Mid-Valley Board