

## **Mid-Valley Special Education Cooperative**

Executive Advisory Board Meeting

Wednesday, November 5, 2014

1304 Ronzheimer Avenue

St. Charles, IL 60174

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

### **Call to Order**

Dr. Schlomann, Superintendent D303, Board Chairman called the meeting to order at 9:07 a.m.

### **Roll Call**

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101; Dr. Stirn, Superintendent D301; and Dr. Mutchler, Superintendent D304. Not present: Dr. Goier, Interim Superintendent D302.

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 - Amended**

Dr. Schlomann called for the Approval of the Agenda. Dr. Stirn moved and Dr. Mutchler 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, October 1, 2014
- 4.2 Approval of Bills, October, 2014
- 4.3 Approval of Payroll, October, 2014
- 4.4 Approval of the Financial Report, October, 2014
- 4.5 Approval of Revised Policies
  - 4.5.1 4:60 Purchases and Contracts
  - 4.5.2 4:90 Activity Funds
  - 4.5.3 4:160 Environmental Quality of Buildings and Grounds
  - 4.5.4 4:170 Safety
  - 4.5.5 4:175 Convicted Child Sex Offender
  - 4.5.6 5:30 Hiring Process and Criteria
  - 4.5.7 5:260 Student Teachers
  - 4.5.8 5:280 Duties and Qualifications
  - 4.5.9 5:330 Sick Day, Vacation, Holidays, and Leaves
  - 4.5.10 7:20 Harassment of Students Prohibited
  - 4.5.11 7:180 Prevention of and Response to Bullying
  - 4.5.12 7:240 Conduct Code for Participants in Extracurricular Activities
  - 4.5.13 7:250 Student Support Services

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

## **Information**

### **5.1 Announcements**

Dr. Cumblad shared with the board the SAIL students placed 3<sup>rd</sup> place at Scarecrow Fest. She also shared that we have two staff members that are licensed to drive the vans.

### **5.2 Student and Staff Enrollment, October, 2014**

Dr. Cumblad reported to the Board the enrollment and staffing report for October. In the last month, many students were referred and dismissed with a net decrease of one student. Staffing is down from last month by nearly four positions, but it is due to an error in the previous months' reporting.

### **5.3 Administrative Liaison Meeting Minutes, September 22, 2014**

Dr. Cumblad shared the minutes from the Administrative Liaison Meeting on October 27, 2014. Highlights included: a review of the MV referral process, electronic IEP discussion, enrollment and future planning, professional development and behavior technical assistants update.

### **5.4 Testing Coordinator Meeting Minutes, October 1, 2014**

Dr. Cumblad shared minutes from the Testing Coordinators meeting on October 1, 2014. Highlights included: a discussion of PARCC accommodations, DLM requirements, and reporting procedures.

### **5.5 Report on School Improvement Day Activities, October 10, 2014**

Dr. Cumblad reported to the Board on the very productive activities by the staff on the most recent School Improvement Day.

### **5.6 Freedom of Information Requests, September-October, 2014**

Nancy Sporer shared with the Board there were three recent Freedom of Information requests. Two were from Patti Lopuszanski who requested numerous items such as: (a) Medicaid Fee for Service payments; (b) copies of P-Card statements, receipts, sign-in sheets, agendas, CPDUs for professional development held at Pheasant Run and the Midwest Educational Leadership Conference; (c) the agreement for the 12+ Program with Fox Valley Christian Church, the number of students, the staff, the attendance; (d) teacher of record who signed report cards for the NP program at Harrison Street School; (e) copies of Josh Axelson's application, job posting, candidates interviewed teaching license, location of undergraduate school, deficiency areas; and, (f) copy of the personnel reimbursement for the 2013-14 school year. In a second FOIA, Ms. Lopuszanski requested (a) the date of Fox Valley Christian Church agreement approval and names/votes of all Board members; (b) date of signature of the FVCC agreement; (c) date of approval of the FVCC agreement; (d) name of the person who gave directive to allow students to attend FVCC; (e) date students began attendance at FVCC, names of teachers, hours, number of students, copy of the curriculum, specific areas of space used; (f) name of person who gave the directive to secure space at FVCC, itemized money paid to FVCC, names of all personnel who toured the space, list of all locations considered; and, (g) name of the inspector and date the ROE approved occupancy of FVCC, health inspections for food preparation in any Mid-Valley Program. The staff hours/funding to compile the information for Ms. Lopuszanski's requests 10.5 hours and \$521.91. Legal fees will be reported at an upcoming Board meeting. The third FOIA request was from Ms. Stillman who requested any records pertaining to Barbara T. Doyle. The response time was 1 hour at \$47.05. There will be no attorney's fees associated with this request.

### **5.7 Reminder: Program Withdrawal Notification**

Dr. Cumblad reminded the Board that if any of the districts plan to remove students that would potentially eliminate a section or withdraw from a program or service, the district should notify the Executive Director with their preliminary notice by December 1, 201

## **For Discussion**

### **6.1 Unified Calendar**

Dr. Mutchler asked each Board member to share their School Year Calendar for 2015-16. The guidelines were reviewed.

### **6.2 Shelby Chair Lift**

There was a discussion about the chair lift renovation for Shelby.

Although it is scheduled for installation in the 2015-16 school year, we may need to move the timeline to this year. More information will be sought and shared with the Board.

## **For Action**

### **7.1 Approval of the Revised Personnel Report, October, 2014**

Dr. Mutchler motioned, seconded by Dr. Hichens for Approval of the Personnel Report, October, 2014. Motion was passed with unanimous roll call vote.

### **7.2 Fox Valley Christian Church Agreement**

Dr. Hichens motioned, seconded by Dr. Mutchler for Approval of the Fox Valley Christian Church agreement. Motion was passed with unanimous roll call vote.

### **7.3 Approval of Audit Report**

Dr. Mutchler motioned, seconded by Dr. Stirn for Approval of the Audit Report. Motion was passed with unanimous roll call vote.

## **Adjourn to Closed Session**

*(1) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)*

Motion to move to Closed Session: Motion was made by Dr. Hichens and seconded by Dr. Mutchler at 9:48a.m.

## **Closed Session**

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

## **Return to Open Session**

Open Session began at 10:09. Motion made by Dr. Stirn and seconded by Dr. Mutchler. By consensus the motion carried 5-0 Ayes.

## **Action Possible**

None

## **Adjournment**

Motion made by Dr. Stirn and seconded by Dr. Mutchler. By consensus the motion carried 4-0 Ayes.

The meeting adjourned at 10:10 a.m.

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Chair of the Mid-Valley Board

