

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

Executive Advisory Board Meeting

Wednesday, November 6, 2013

1304 Ronzheimer Avenue

St. Charles, IL 60174

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, November 6, 2013 at the Mid-Valley Special Education Cooperative, Administration Building.

### **Call to Order**

Dr. Schlomann, Board Chairman called the meeting to order at 9:03 a.m.

### **Roll Call**

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101, Dr. Stirn, Superintendent D301, Fran Eggleston for Dr. Schuler, Superintendent D302, and Donna Oberg for 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. Stirn moved and Dr. Hichens 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, October 2, 2013
- 4.2 Approval of Closed Session Minutes, October 2, 2013
- 4.3 Approval of Bills, October, 2013
- 4.4 Approval of Payroll, October, 2013
- 4.5 Financial Report, October, 2013
- 4.6 Approval of Donated Items
- 4.7 Approval of Revised Board Policies

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 Student and Staff Enrollment, October, 2013**

Dr. Cumblad shared the student enrollment with the Board. Enrollment has increased. Enrollment for New Directions continues to rise. Staffing is where it is expected to be.

#### **5.2 Administrative Liaison Meeting Minutes, October 28, 2013**

Dr. Cumblad shared the minutes of the liaison meeting on October 28, 2013. Highlights included discussion of the shared FABIP committee, the OT/PT resources available on the website, the cancellation of Parent University, a MV enrollment update, and various reports from IAASE. A second meeting will be scheduled in November to "catch-up" on the many agenda items for this group.

**5.3 ESY Trend Analysis**

Nancy Sporer shared the results of the trends in ESY attendance, related services and individual assistants with the Board. The enrollment trend is increasing slightly since the criteria was established three years ago.

**5.4 Summer Committee Report**

Dr. Cumblad reported on the numerous summer committee activities from the summer of 2013. Almost every program and service had accomplishments during this time period.

**5.5 MCSEC Curriculum and Instructional Materials, 2013-14**

As required by Board policy, Dr. Cumblad presented the Board with an updated listing of MVSEC Curriculum and Instructional Materials for all programs with new purchases highlighted for this school year.

**5.6 Grant Update**

Dr. Cumblad presented the Board with an update of the funds available from carryover in the IDEA Flow-through and Preschool Grants.

**5.7 School Improvement Day**

Dr. Cumblad reported to the Board about the activities during the School Improvement Days in October. Also highlighted were the difficulties in bringing staff members together with the differences in district calendars.

**5.8 Parent Forum, October 24**

Dr. Cumblad shared with the Board the Parent Forum on October 24 had five enthusiastic participants. The New Directions Program will be hosting a session for parents on November 7.

**5.9 Administrator Breakfast Invitation**

Dr. Cumblad shared with the Board there are three sessions are scheduled this year for general education administrators to review special education meeting procedures and facilitation.

**5.10. Reminder: December 1 Deadline for Notification of Program Withdrawal**

Dr. Cumblad reminded of the December 1 deadline for notification of program withdrawal.

**For Discussion**

**6.1 ESY Location and Times**

Dr. Cumblad addressed the Board regarding a location for the ESY program. Dr. Hitchens will check for a location within her district.

**6.2 Unified School Calendar Guidelines**

The Unified School Calendar Guidelines were discussed again. Districts will attempt to comply, but have many factors that influence the calendars.

**6.3 Administrative Agent Discussion**

The Board agreed to have a meeting with district board chairs and Dr. Cumblad to discuss Administrative Agency for the cooperative. Dr. Schlomann will set the date and location.

**6.4 Change in February Meeting Date**

The Board agreed unanimously to change the February meeting date to January 29, 2014.

**For Action**

**7.1 Recommended Increase in Nursing Services**

Dr. Stirn motioned and Dr. Hitchens seconded to approve increase in Nursing Services. Motion was passed with unanimous roll call vote.

**7.2 Approval of the Personnel Report, October, 2013**

Dr. Hitchens motioned and Dr. Stirn seconded to approve the Personnel Report, October, 2013. Motion was passed with unanimous roll call vote.

**7.3 Approval of the Audit Report, FY13**

Dr. Stirn motioned and Dr. Hitchens seconded to approve the Audit Report, FY13. Motion was passed with unanimous roll call vote.

**7.4 Approval of Increase in Substitute Pay Rates**

Dr. Stirn motioned and Dr. Hitchens seconded to approve the increase in Substitute Pay Rates. Motion was passed with 3aye and 1 nay.

**7.5 Approval of Revised Vehicle Purchase/Lease Plan**

Dr. Hitchens motioned and Dr. Stirn seconded to approve the Revised Vehicle Purchase/Lease Plan. 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. Hitchens at 10:28 a.m.

**Closed Session**

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

**Return to Open Session**

Open Session began at 10:54. Motion made by Dr. Stirn and seconded by Dr. Hitchens. By consensus the motion carried 4-0 Ayes.

**Action Possible**

None

**Adjournment**

Motion made by Dr. Stirn and seconded by Dr. Hitchens. By consensus the motion carried 3-0 Ayes.

The meeting was adjourned at 10:55 a.m.

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Chair of the Mid-Valley Board