

Mid-Valley Special Education Cooperative
Executive Advisory Board Meeting
Wednesday, June 6, 2012
1304 Ronzheimer Avenue
St. Charles, IL 60174

The Mid-Valley Special Education Cooperative Board met in Regular Open Session on Wednesday, June 6, 2012 at the Mid-Valley Special Education Cooperative Administrative Office.

1. Call to Order

Dr. Schlomann, Board Chairman called the meeting to order at 9:00 a.m.

Roll Call

Upon roll call the following members were present: Dr. Barshinger, Superintendent D101; Dr. Stirn, Superintendent D301; Dr. Schuler, Superintendent D302; Dr. Schlomann, Superintendent D303, and Dr. Mutchler, Superintendent D304. Dr. Stirn left the meeting at 10:15 a.m.

Also present: Dr. Carla Cumblad, Mid-Valley Executive Director; Sue Caddy, Mid-Valley Director of Business and Human Resource Services; Jessica Nicholson, Director of Student Services D101; Sarah Nolan, Director of Special Education D301; Fran Eggleston, Special Education Director D302; John Knewitz, Asst. Superintendent D303; Jerel Waide, Elementary Special Education Coordinator D304; and Patti Lopuszanski, Recording Secretary.

2. Approval of Agenda

Dr. Schlomann called for the approval of the Amended Agenda to exclude Item 7.2 with no discussion. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Amended Agenda was confirmed by unanimous roll call vote.

3. Public Comments

None

4. Adjourn to Closed Session to hear information regarding:

“(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. 5ILCS120/2(c) (1).”

Motion to move to Closed Session: Motion made by Dr. Mutchler and seconded by Dr. Stirn. Motion approved by unanimous roll call vote at 9:05 a.m.

5. Return to Open Session:

Dr. Schlomann called for a motion to return to Open Session. Dr. Mutchler moved and Dr. Stirn seconded the motion. Motion approved by unanimous roll call vote at 10:00 a.m.

6. Consent Agenda

4.1 Approval of Minutes, Executive Board Meeting, May 2, 2012

4.2 Approval of Bills, May, 2012

- 4.3 Financial Report, May, 2012
- 4.4 Safe Schools Grant
- 4.5 First Student Transportation Extension
- 4.6 Classroom Use Agreements
- 4.7 Learning Ally Grant
- 4.8 Revised Board Policies
 - 4.8.1. 2:190 Mailing Lists for Receiving Board Material
 - 4.8.2. 2:200 Types of Advisory Board Meetings
 - 4.8.3. 3:40 Executive Director
 - 4.8.4. 4:170 Safety
 - 4.8.5. 4:180 Pandemic Preparedness
 - 4.8.6. 5:10 Equal Employment Opportunity and Minority Recruitment
 - 4.8.7. 5:30 Hiring Process and Criteria
 - 4.8.8. 5:70 Religious Holidays
 - 4.8.9. 5:125 Personal Technology and Social Media; Usage and Conduct
 - 4.8.10. 5:130 Responsibilities Concerning Internal Information
 - 4.8.11. 5:190 Certified Staff Qualifications
 - 4.8.12. 5:260 Student Teachers
 - 4.8.13. 5:280 Duties and Qualifications
 - 4.8.14. 6:70 Teaching About Religions
 - 4.8.15. 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
 - 4.8.16. 6:280 Grading and Promotions
 - 4.8.17. 7:80 Release Time for Religious Instruction/Observance
 - 4.8.18. 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
 - 4.8.19. 7:190 Student Discipline
 - 4.8.20. 7:270 Administering Medicines to Students
 - 4.8.21. 7:275 Orders to Forgo Life-Sustaining Treatment
 - 4.8.22. 7:220 Bus Conduct
 - 4.8.23. 7:340 Student Records

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

7. Information

- 5.1 Dr. Cumblad recognized the retirement of Dawn George and expressed gratitude for her continued support of Mid-Valley's programs and students.
- 5.2 Student and Staff Enrollment, May, 2012 – Dr. Cumblad reported on enrollment being stable within the Mid-Valley programs, with the exception of Safe Schools. It is anticipated that the fall enrollment for this program will be higher than last fall.
- 5.3 Administrative Liaison Meeting, May 21, 2012 – The minutes of

the Administrative Liaison Meeting were shared. Highlights of the meeting included a discussion of the shared professional development, the creation of new IEP goal pages, positive feedback from the behavior training sessions, and a change in some program names/program emphasis.

5.4 Grants Update – The final IDEA amendments for FY 12 have been submitted and approved. The FY 13 application will be submitted after June 13. The Safe Schools grant has been submitted for the same amount as last year, \$146,500. The Alternative Learning Opportunities Program (ALOP) has been approved with requests for minor changes. The Illinois Association of Special Education Administrators Innovation Grant has been implemented. Staff members will present their results at the Winter IAASE Conference. The St. Charles Kiwanis Club awarded a grant of \$1,200 to purchase a wheelchair swing for MJC during the summer. Learning Ally recently awarded MVSEC a grant for two iPod Touch devices with some free applications.

5.5 Confidential Administrative Assistant Job Description -- It was recommended that the Administrative Assistant to the Executive Director become a confidential position to assist with labor and negotiations matters. The proposed job description was reviewed with the Board.

5.6 MVSEC Administrator Job Descriptions – As a part of the review of all job descriptions, the administrator job descriptions were also revised. The Board was presented with the job descriptions for the Program Coordinator, Behavior Technical Assistant, Coordinator/Principal, and Director of Business/Human Resources.

5.7 Report from Behavior Technical Assistance was postponed until a later Board meeting.

5.8 Report from New Directions was postponed until a later Board meeting.

5.9 August Schedule of Activities – Dr. Cumblad presented the Board with a summary of the events for the beginning of the school year. These activities include: Initial and Refresher CPI training, New Staff Orientation Week, Mentor Training, Opening Day/Department Meetings, and a Family/Staff Picnic.

5.10. Business Partner Breakfast – Dr. Cumblad reported that the Business Partner Breakfast was a great success. She thanked the superintendents who were present.

5.11 Graduations -- Dr. Cumblad presented the Board with the names of the 24 students who graduated or exited by age from the Mid-Valley Programs.

8. For Discussion

6.1 Executive Director Job Description – Dr. Cumblad provided the Board with a second draft of her job description. Between the meetings, the Board was provided with the sources for each of the items. The job description was approved without change.

6.2 Safe Schools Program – This discussion was postponed until all Board members could be present.

6.3 Board Workshop Date -- The fall Board Workshop was confirmed to be on September 5, 2012, after the regular Board meeting. It will be held at Batavia School District's central office.

9. For Action

7.1 Personnel Report, May, 2012 - Dr. Schuler motioned, seconded by Dr. Barshinger to approve the May, 2012 Personnel Report. Motion was passed by unanimous roll call vote.

7.2 Approval to join the CLIC Insurance Pool.- Dr. Mutchler motioned, seconded by Dr. Schuler to approve joining the CLIC Insurance Pool. Ms. Caddy noted that it will save the cooperative approximately \$33,000. Motion was passed by unanimous roll call vote.

7.3 Approval of the Mid-Valley 2012-13 Tentative Budget. Dr. Mutchler motioned, seconded by Dr. Barshinger to approve the tentative budget. Ms. Caddy noted that due to late enrollment changes, three positions were recalled into the CLASS program. Motion was passed by unanimous roll call vote.

10. Adjournment

A motion was made by Dr. Mutchler and seconded by Dr. Schuler to adjourn and approved by unanimous roll call at 10:25 a.m.

Chairman of the Mid-Valley Board

***Next Mid-Valley Board Meeting July 11, 2012 at 9:00 a.m.
Mid-Valley Conference Room.***