

SPEED S.E.J.A. #802

OPERATING COMMITTEE MEETING MINUTES

Regular Meeting
SPEED Operating Committee
SPEED Building
9:00 a.m.

January 20, 2017

CALL TO ORDER

At 9:06 a.m. Mr. Bean called the meeting to order.

ROLL CALL

On a roll call vote the following answered present: Dr. Patterson, 144; Ms. Mecozzi, 153; Dr. Popp, 161; Ms. Duskey, 162; Dr. Leak, 168; Mr. Smyth, 172; Ms. Belotti, 201U; Dr. Angelini, 206; Ms. Bailey-Moss, 227; and Mr. Bean.

Dr. Moore, 167, and Dr. Mansfield, 233 arrived after the roll call.

Ms. Mecozzi, 153, was present for Dr. Mitchell; Ms. Duskey, 162, was present for Dr. Davis; Ms. Belotti, 201U, was present for Dr. Cunningham; Dr. Angelini, 206 was present for Dr. Navarre and Ms. Bailey-Moss, 227, was present for Mr. Wright.

Absent: Dr. Carmine, 163; Dr. Jackson, 169; Mr. Amadio, 170; and Dr. Hahto, 194.

RECOGNITION OF VISITORS

Sharon Rossiter, Superintendent, was present as well as the following SPEED staff; Kevin Slattery, Director of Business/Finance; Kristin Elliott, Director of District Services; Sharon Curry, Director of Human Resources; Tim Jonke, Director of Technology; April Brown, PAL Program Principal; Jessica Chen, ELC Program Principal; Nicole Taylor, ALL Program Supervisor; Joe Kekelik, Building and Grounds Supervisor; and Janet Nozar, SEA President.

Also present was Mr. Ray Hauser, Attorney from Hauser Izzo, LLC; Ms. Louise King, Auditor from Legacy Professional; and Ms. Kristine Bendy, Auditor from Legacy Professional.

AUDIT REPORT

Ms. Rossiter introduced Ms. Louise King and Ms. Kristine Bendy from Legacy Professional. The auditors presented the audit findings and stated that there was nothing unusual in the notes or financial statements that would warrant any attention or concern. The auditors stated that they had no difficulties in obtaining the proper documentation from SPEED staff to perform the audit. The audit communication letter shows that there were no serious, unexpected, or significant adjustments that had to be made, or changes in accounting principles.

It was noted that the deficiencies listed on the management letter are common issues and that SPEED either has already remedied or is currently in the process of taking steps to remedy the problems. Members of the Operating Committee questioned why the deficiencies listed exist within SPEED. Ms. Rossiter explained to the Operating Committee that during the 2015/2016 school year there was a lot of turnover in the Business Office, which prevented proper training and sharing of procedural information. In addition to the audit, Legacy also spent some additional time at SPEED to help rectify the deficiencies and clarify the procedures for current staff.

SUPERINTENDENT'S REPORT

Mandated Categorical Proration

Ms. Rossiter informed the Operating Committee that the Mandated Categorical Prorations have been released. They are reducing the reimbursements to districts. Special Education personnel and orphanage remains at 100%. Private Day is at 96%. Pupil reimbursement is at 99%. Transportation has been prorated at 91%.

Medicaid Fee for Service Revenue and Distribution

To date, we have collected \$262,578 for FY17. Last year we collected \$517,000. We are keeping pace with last year. Checks for September through December were received and will be issued to member districts on January 31, 2017.

Health and Life Safety Inspection

SPEED is due for a 10-Year Health and Life Safety Inspection. Mr. Kekelik is coordinating the inspection with ISC4 and Planera Architects. The inspection will take place beginning February 2, 2017. This was not budgeted for; however, an asbestos inspection was budgeted for that is not necessary at this time. We will be able to use those funds for the inspection.

Block Grant Changes

Kristin Elliot spoke to the Operating Committee regarding the Block Grant. Currently we have 30 families and 5 pre-natal mothers that we service in our Family Enrichment Program. Last year ISBE changed the model of the program to focus on home visits with play groups being secondary. With the Expansion Grant, the idea is to collapse some of the small programs and create larger models within different areas of high need. In order to go after the competitive grant, we need to add two additional staff to go to homes and perform site visits. We currently have two existing staff members and their salaries are only partially funded. The expansion grant will fully fund staffing for this program. SPEED would like to go after the competitive grant, ask for the additional two staff members, and work with member districts to see if they would offer space to hold play groups. Ms. Rossiter explained that we need to partner with a member district in order to continue the program. The program provides a lot of benefits to our families. In order to keep the program going, we need to join forces with our member districts.

Enrollment

Enrollment is up 66 students since August with a total of 387 students. The largest growth is in ELC. They have had to open another classroom. We were able to accommodate the additional students by moving staff from other programs. There is still a concern about low enrollment at Independence High School. We have not met our projected enrollment of 37 yet. We currently have 19 students.

Tuition Billing

Adjusted tuition numbers will be available by the end of the month. Tuition for PAL and ELC will be slightly lower, while tuition for Independence High School will be slightly higher. There has been an issue with tuition billing at the end of the school year. Last year we had approximately 30 students withdraw from our programs three to five days before the end of the school year. That creates a problem, because the teachers are still being paid through the end of the school year. Ms. Rossiter suggested that we consider billing until the end of the school year for all students enrolled in the last three weeks of school.

Early Learning Center

Jessica Chen, Program Principal at ELC gave a presentation giving program highlights. ELC started the school year with 118 students and currently have 143 enrolled. There are 75 staff members. The staff has a high level of expertise and knowledge and all work very well together. There are different types of classrooms at ELC, including:

- Family Enrichment Program – birth to age 3
- Early Childhood - age 3 and 4
- Connections – specializes in curriculum for students with Autism
- MOVE – for students with physical disabilities
- Cross Categorical – variety of abilities sectioned off by grade

The curriculum is focused on balancing academics and independent living skills. The students and staff at the satellite locations have felt very welcomed at each location. The staff continues to work as a team to provide a high level of support to students and their families.

Ms. Chen informed the audience of an upcoming benefit where the SPEED Autism program will be the recipient of the proceeds. Last year we received approximately \$12,000 from this benefit. The benefit is a spaghetti dinner with entertainment and raffles.

**Sunday, April 23, 2017
11:00 AM – 8:00 PM
Bambinos Restaurant
37 East Steger Road
Steger, IL 60475**

FINANCIAL REPORT

- As of today SPEED has expended 50% of anticipated expenditures and has realized 44% of the anticipated revenue.
- Our Fall invoices went out later than normal due to our revised monthly billing process.
- We have billed Districts \$4,738,759 for the months of August through November, 2016, but have only realized \$1,288,943 thus far. We are anticipating an influx in the next week, which will bring our fund balance back up.
- Invoices for December enrollment are being mailed today.
- IDEA Flow-through and Preschool 2nd Quarter Expenditures are being processed.

TRANSPORTATION CONTRACT - DISCUSSION

We are not required to go out to bid unless somebody asks us to do so. Currently we are happy service being provided by ABC and there are no major problems. If we do go out to bid, we could end up paying a lot more than what we are paying for our current contract. ABC's renewal rate is

3%. We will negotiate in March to lower the rate. It makes sense to stay with our existing provider. The families and students are familiar with the bus drivers and bus monitors. We don't want to start over with a new company if we are currently receiving good service.

CONSENT AGENDA

Dr. Leak moved, seconded by Dr. Patterson that the Operating Committee approves the Consent Agenda items A through I as presented.

- A. Personnel Report
- B. Approval of Minutes of September 23, 2016
- C. Approval of Closed Session Minutes of September 23, 2016
- D. Approval of Imprest and Activity Funds
- E. Approval of Recurring and Non-Recurring Bills from September, 2016
- F. Approval of Recurring and Non-Recurring Bills from October, 2016
- G. Approval of Recurring and Non-Recurring Bills from November, 2016
- H. Approval of Recurring and Non-Recurring Bills from December, 2016
- I. Approval of Recurring and Non-Recurring Bills from January, 2017

On a roll call vote:

Ayes: Dr. Patterson, 144; Ms. Mecozzi, 153; Dr. Popp, 161; Ms. Duskey, 162; Dr. Moore, 167; Dr. Leak, 168; Mr. Smyth, 172; Ms. Belotti, 201U; Dr. Angelini, 206; Ms. Bailey-Moss, 227; Dr. Mansfield, 233; and Mr. Bean.

Nays: None

Motion carried.

NEW BUSINESS

Dr. Patterson moved, seconded by Mr. Smyth that the Operating Committee approves the following items B, C, D, and E as presented

- B. Approval of the proposal from Planera Architects to conduct the Ten-Year Health and Life Safety Inspection at an estimated cost of \$13,600 as recommended by the Superintendent.
- C. Approval the renewal of SPEED's General Liability and School Board Legal Liability insurance for the 2017 calendar year in the amount of \$38,653 as recommended by the Superintendent.

- D. Approval of the dates for the 2017 Extended School Year Program of June 12, 2017 through July 13, 2017 as recommended by the Superintendent.
- E. Approval of the donations of 44 book bags for the Independence Program, a Wii game system for the Independence Program, a piano, as well as monetary donations as recommended by the Superintendent.

On a roll call vote:

Ayes: Dr. Patterson, 144; Ms. Mecozzi, 153; Dr. Popp, 161; Ms. Duskey, 162; Dr. Moore, 167; Dr. Leak, 168; Mr. Smyth, 172; Ms. Belotti, 201U; Dr. Angelini, 206; Ms. Bailey-Moss, 227; Dr. Mansfield, 233; and Mr. Bean.

Nays: None

Motion carried.

Dr. Leak moved, seconded by Dr. Patterson, that the Operating Committee approves the following items A.

- A. Approval of the policy revisions to maintain legal compliance as outlined by the IASB Press Plus Policy Subscription Service and as recommended by the Superintendent.

The Operating Committee discussed Policy Revision 2:125 regarding Expenses for Board Member Expenses. There was a discussion as to what the amounts of the daily expenses for Board Members should be. Should there be a set limit for food, hotel, travel, and other costs? Mr. Hauser stated that it is not necessary to state a dollar amount for each item, as the cost of these items varies greatly depending on your geographic location. A resolution for this policy is necessary; however, the resolution does not need to list specific dollar amounts. The resolution does require each district to have a process in place to determine expense limits. This resolution needs to be done by March 1. The resolution will be presented at the February Operating Committee meeting.

Motion carried by voice vote.

CLOSED SESSION

At 10:23 AM Mr. Smyth moved, seconded by Dr. Patterson that the Operating Committee goes into Closed Session to discuss the employment, compensation, and/or performance of a specific employee of SPEED and to discuss pending, probable, and/or imminent litigation, and/or matters regarding students.

Possible disciplinary action for a paraprofessional employee is anticipated in open session.

Motion carried by voice vote.

OPEN SESSION

At 11:00 AM, Dr. Leak moved, seconded by Dr. Patterson that the Operating Committee returns to Open Session.

Motion carried by voice vote.

ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Dr. Patterson moved, seconded by Mr. Smyth to recommend to the Governing Board the termination of Paraprofessional Shantelle Macklin.

On a roll call vote:

Ayes: Dr. Patterson, 144; Dr. Popp, 161; Dr. Moore, 167; Dr. Leak, 168; Mr. Smyth, 172; Dr. Mansfield, 233; and Mr. Bean.

Nays: None

Motion carried.

INFORMATION ITEMS

- A. Governing Board Meeting Minutes – July 21, 2016
- B. Staffing and Enrollment Report
- C. District Representative Meeting Minutes – November 18, 2016
- D. Medicaid Fee for Services Report
- E. Freedom of Information Request

ADJOURNMENT

At 11:02 AM Mr. Bean adjourned the meeting.

Dr. Gregory Jackson, Secretary
Mary Keenan, Recording Secretary

Date: _____

Mr. Ron Bean, President
SPEED Operating Committee