

Mid-Valley Special Education Cooperative
Executive Advisory Board Meeting
Wednesday, December 7, 2016
1304 Ronzheimer Avenue
St. Charles, IL 60174

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, December 7, 2016 at the Mid-Valley Special Education Cooperative, Administration Building.

Call to Order

Dr. Stirn, Superintendent D301, Board Vice Chairman called the meeting to order at 9:00 a.m.

Roll Call

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101; Dr. Leden, Superintendent D302; Dr. Pearson, Assistant Superintendent D303, for Dr. Schlomann, Superintendent D303; 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 Amended Agenda

Dr. Stirn called for the Approval of the Agenda. Dr. Mutchler moved and Dr. Leden seconded the motion. Approval of the Agenda was confirmed by unanimous vote.

Public Comment

None

Consent Agenda

- 4.1 Approval of Minutes, Executive Board Meeting, November 2, 2016
- 4.2 Approval of Bills, November, 2016
- 4.3 Approval of Payroll, November, 2016
- 4.4 Financial Report, November, 2016
- 4.5 Approval of Board Policies

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

Information

5.1. Student and Staff Enrollment for November, 2016

Dr. Cumblad reported to the Board the Student and Staff enrollment, November, 2016. Enrollment has increased by five students this past month. Referrals are being received from DeKalb and Sycamore school districts. An additional teaching assistant has been recommended in the New Pathways program based on enrollment. Staffing is where it is expected to be.

5.2. Administrative Liaison Meeting Minutes, November 28, 2016

Dr. Cumblad shared the minutes from the Administrative Liaison Meeting on November 28, 2016. Highlights included: SLP review of guidelines, Medicaid referrals, and eligibility; SIS/ISTAR/Course code updates; 12+ referral procedures; IEP consistency issues; homebound services; integration and service dogs in New Pathways; and tuition bills.

5.3. Safe Schools Report

Maura Burns shared the Safe Schools Report with the Board. The current enrollment is six students and is anticipated to increase in January. Mrs. Burns shared a spreadsheet of each district's current enrollment.

5.4. Behavior Technical Assistance and Professional Development Report

Jennifer Phillips and Lisa York shared the Behavior Technical Assistance Report with the Board. Training and coaching services have increased over the year based on district needs and requests. Additional focus areas included strategic instructional model, restorative practice, accommodations and MTSS. Ms. Phillips reported that interest in services has spread beyond our member districts.

5.5. Holiday Hours

The Mid-Valley Administrative Office will be closed December 23 & 26 and December 30 & January 2, 2017.

5.6. Annual Report on Mid-Valley Instructional Materials

Dr. Cumblad reported to the Board the Annual Report on Mid-Valley Instructional Materials. The report highlighted the changes in instructional materials this year.

5.7. Preliminary Notice of Program Withdrawal

Dr. Cumblad reminded the Board of the Preliminary Notice of Program Withdrawal. There were no notices of withdrawal.

5.8. Follow-Up from Audit Recommendations

Nancy Sporer followed up with the Board regarding Audit Recommendations. Procurement card policy changes and the procurement card manual were shared with the Board. Ms. Sporer stated that changes were discussed with leadership team members and have been implemented. Ms. Sporer also suggested improvement in internal controls with bank reconciliations.

5.9. Illinois Youth Center Update

Dr. Cumblad briefly informed the Board regarding the progress on the Illinois Youth Center Project. At this time, roadblocks continue to make completing the scope of work difficult.

For Discussion

6.1. Board Workshop Date

The Board workshop will be held on March 1, 2017, starting no later than 10:30-1:30 at the Mid-Valley Administrative Offices.

6.2. Annual Needs Assessment

Jennifer Phillips shared a draft of the Annual Needs Assessment with the Board. A few changes were made to make the assessment easier to complete. The assessment will go out to Mid-Valley and District staff in January.

6.3 High School Programming for Students with Autism

Dr. Cumblad followed up with the Board regarding discussion of an additional classroom for the New Pathways high school program. Anne Giarrante shared that she met with the principal of Geneva High School to review possible options.

6.4 Update on Executive Director Search

Dr. Hichens and Dr. Mutchler shared that they have prioritized traits of the new Executive Director from the focus groups that were held in November. Interview questions will be developed based on this information. Dr. Pearson, as well as the Board members, will look over applications for the position. Dr. Hichens and Dr. Mutchler will make appointments for the interviews and notify Mid-Valley staff when these interviews will take place. At this time, who will attend the interviews is still being discussed.

For Action

7.1. Approval of the Amended Personnel Report, November, 2016

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

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)

Return to Open Session

Adjournment

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

The meeting adjourned at 10:44 a.m.