

**Mid-Valley Special Education Cooperative
Finance Committee
Minutes
February 27, 2014, 1:00-4:00**

Present: Julie-Anne, D302; Gloria, Sarah, 301; Llsa, Kris, D101; Anne, Donna, D304; Seth, Laurel, D303; Carla and Nancy, MV

1. Personnel Reimbursement (By tuition/usage). Nancy distributed the personnel reimbursement for FY 13 and the amounts for each district. These funds are not added as revenue to the tuition budgets because the amount may vary depending on state reimbursement percentages from year to year. They flow-through the cooperative.
2. All actuals and year-to-date figures were provided.
3. Most of the budgets were based on average teacher and teaching assistant salaries/benefits.
4. Administration Budget. The final, adjusted budget was reviewed.
 - a. The administration budget is distributed to each budget by FTE.
 - b. Instructional Support is distributed to all FTEs with the exception of 3.5 OT/PTs.
 - c. Nancy will look into the fiscal services benefits to check for accuracy.
5. Technology Rotation. Most of the computers in use at MV have out-lived their usefulness. At the last finance committee, it was agreed that these computers needed replacement. Nancy provided the final figures to replace 70 laptops and 72 desktops. No iPads are required at this time. The total cost of \$86,700 will be distributed by formula to the districts. An additional \$20,000 will be used from Medicaid Outreach funds.
6. Operations & Maintenance
 - a. Billed by population formula, with the exception of D302 being included in the debt service.
 - b. The updated 5-Year Capital Improvement Plan was presented with items noted for FY 15. Also noted were items that will be included in the state of Illinois Safety Grant. The total for repairs and improvements are 30,000 and 105,391, respectively. The improvements include replacing the heating and cooling units for the MJC gymnasium/multipurpose room.
 - c. The debt service will be retired at the end of this year.
 - d. Nancy will review the anticipated natural gas budget item.
7. Distributed Costs by Enrollment
 - a. Psychology (All). An additional 5 days was added to the .5 position. In addition, it is expected that we will hire a psychology intern for the state reimbursement amount +2,000.
 - b. Health (All). The nurse days are decreased by 5 to the .5 Certified School Nurse position.
 - c. Assistive/Instructional Technology (All). The .5 position is included in the AT budget and distributed to all programs. In previous years, this salary was included in the IDEA budget. At this time, there is no interest in specific districts purchasing additional AT days.
 - d. Adaptive Physical Education (NP, ABLE, ELS). Adaptive PE is distributed to certain budgets for certain students. There is a payment to NIA for one class (5 days a week) of shared APE (with NIA students) at Prairie Knolls Middle School.

- e. Vocational (ELS [7], SAIL [65], ABLE [6]). These services are distributed to certain students in specific budgets. It is anticipated that a minimum of \$23,000 will be reimbursed from the STEP grant this year. This budget does not include the Vocational Facilitator for the New Directions Program. That position is offset by the ALOP funding.
8. Itinerant Services, Billed by Minutes. Itinerant services are billed by minutes for services used.
- a. The Hearing Impaired budget was reviewed. No changes to staffing. NIA services are for consultation.
 - b. The Visually Impaired budget was reviewed. There will need to be an increase to the services this year by .15 FTE. There are NIA services for consultation.
9. Services by FTE in Programs or Minutes. Other related services are assigned to the programs by FTE. The ALOP positions are backed-out of the overall budget, then the percentages are assigned to specific program budgets. The estimates are in the program budgets reviewed at the meeting.
- a. Speech-Language (NP, ELS, ABLE, ECHI)
 - b. Social Work (NP, CLASS, ND, SAIL, SS, ELS)
 - c. Occupational Therapy (NP, ELS, CLASS, ND, ABLE, SAIL)
 - d. Physical Therapy (ABLE, ND, NP, ELS, SAIL)
10. Program Budgets. Each program budget was reviewed. The program budgets are not final because the projections are not complete at this time. Most likely, the projections will be much more firm for the tentative budget presentation in May. At that time, tuition estimates will be available for the districts as well.
- a. ECHI: Early Childhood Hearing Impaired. The teacher will be retiring from this program at the end of this school year.
 - b. ELS: Educational Life Skills (Cognitive Delays, K-12). No major staff or program changes this year. There are at least 4 individual teaching assistants in this program.
 - c. NP: New Pathways (Autism EC-8). There may be a new section of this program, depending on the projections. This decision needs to be made soon.
 - d. ABLE: Ability-Based Learning and Education (Multiple Disabilities K-12). It was decided that the program would maintain the RN level of support (one per classroom). This program also has high numbers of individual assistants.
 - e. SAIL: Transition (18-22). The projections for the SAIL program are very tentative. Case management services started last year and seem to be expanding. There is a small set of students who may benefit from a different kind of programming, in conjunction with the expansion of services for students in the New Directions Program who can also benefit from additional transition services. Plans for these students are being created and may involve additional space.
 - f. ND: New Directions (Alternative Program; Behavior/Emotional Needs, K-12). The New Directions projections are very tentative as well. However, it seems to be clear that there will be students in each classroom. If the projections materialize, there will be little room for referrals to the high school program next year.
 - g. CLASS: Integrated Program for Behavior/Emotional Needs, K-5, or K-8). The projections for the elementary program are extremely low. We will be starting a middle school section in Geneva, but will most likely close the elementary sections.
 - h. SS: Safe Schools, Alternative to Expulsion (7-12). We are expecting approximately 80,000 in reimbursement from the ROE for the upcoming year.

11. IDEA
 - a. Shared Professional Development was determined to be 25,000.
 - b. MV professional development will be approximately 32,000.
 - c. It was recommended that the AT Facilitator position be distributed to the program budget.
 - d. It was also recommended to include 1.5 behavior technical assistant positions to the IDEA grant.
 - e. MV would capture 4.35% of the IDEA grant.

12. Medicaid. It was recommended that Medicaid Outreach funds would pay for Shelby rent, new curriculum materials, and replacement computers. The expenditures equal the estimated revenues.

13. ALOP.
 - a. It is estimated that there will be approximately the same amount of funding for the upcoming year. At this time, there is quite a bit of carryover because the delivery of the vans is so late.
 - b. ALOP has allowed us to purchase staff and materials to both improve programming and reduce tuition costs for the SAIL and New Directions Program.
 - c. The same staff are anticipated to be funded by the ALOP funds. It is also recommended to purchase additional vans and materials.
 - d. Plans for additional services for 12+ New Directions and select SAIL students are being created. If necessary, rent would be supplied by the ALOP funds.

14. Technical Assistance budget lines are no longer necessary because they will be included in the IDEA grant lines.

15. Next Meetings: Cancel March 20th and schedule April 17th.