

NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE (NDSEC)
132 E. Pine Avenue, Roselle, Illinois 60172
Telephone: 630-894-0490

OPERATIONAL BOARD
Finance Committee Meeting

Minutes of November 19, 2019

- I. **Call to Order / Committee Roll Call / Determination of Quorum**
- II. **Additional Agenda Items**
- III. **Public Comment**
- IV. **Approval of Minutes**
 - A. Finance Committee Meeting of August 6, 2019
 - B. Finance Committee Closed Session of August 6, 2019
- V. **Discussion Items**
 - A. Transportation
 - B. Excess Fund Balance
 - C. Student Worker (TLC)
 - D. RBT Program Update
 - E. Vision Itinerant Service (CASE)
 - F. Staff Shortages
- VI. **Adjournment**

Approved this _____ day of _____, 2023.

Dr. John Corbett, Chairperson
Dr. Jon Bartelt, Vice Chairperson

Michele Celozzi, Secretary

NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE (NDSEC)
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FINANCE COMMITTEE MEETING

Minutes of August 6, 2019

- I. The Finance Committee meeting began at 8:00 am in the conference room.

Committee Members Present:

Superintendents	District
John Langton, Chair	#4
Dr. Jim Stelter	#2
Dr. John Butts	#11
James Ongtengco	#100
Dr. Lynn Panega	#108

Also present were:

Jim T. Nelson, Executive Director - NDSEC
Todd Putnam, Assistant Director - NDSEC
Reiley Straub, Director of Business & Operations - NDSEC
Susan Steele, Board Secretary - NDSEC

- II. **Additional Agenda Items** – None.

- III. **Public Comment** – None.

IV. **Approval of Minutes**

- A. **Finance Committee Meeting of May 30, 2019**
B. **Finance Committee Closed Session of May 30, 2019**

Motion by Dr. Butts, second by Mr. Ongtengco, to approve the above-listed minutes as presented. Upon voice vote: AYE: All. NAY: None. Motion carried.

V. **Discussion Items**

A. **P-Card Rebate**

Ms. Straub provided the committee with a letter and check copy from IASBO indicating the amount of NDSEC's 2018-19 p-card rebate check and stated administration's intention to communicate this information each year. Discussion ensued about use of p-cards and practices to prevent misuse. Administration plans to put the funds in the non-member district building and grounds account.

B. FY 2020 Administrative Salary Increases

Since the collective bargaining agreement has been approved, Administration recommended NDSEC administrators receive a 3% salary increase for FY 2020 which matches the increase given to other non-CBA staff. The committee supported the increase. It will be brought to the August Operational and Governing Board meetings for approval.

C. Budget FY 2019

Ms. Straub provided the June 2019 financial summary showing NDSEC year-end expenditures at 99.2% of budget and revenues at 93.5% of budget. Because the budget drives the invoices, administration aims to budget as close to actual as possible.

D. Budget FY 2020

Ms. Straub provided a summary of the final FY 2020 budget. Expenses increased 2.88% over FY 2019. From the preliminary to final budget, there was a decrease in salary and benefits but an increase in purchased services as a result of needing to hire psychologists through outside contracts. The committee supported Ms. Straub's intention to make the formal presentation of the budget at the Governing Board meeting.

E. FY 2020 Finance Committee Meetings

Committee members agreed to continue the practice of putting monthly Finance Committee meetings for the school year on the calendar and cancelling if there is no reason to meet.

F. NDSEC Passenger Van – Capital Outlay Depreciation/Disposal

NDSEC purchased a 14-passenger bus in 2006 that has failed the safety check and would require \$3-4,000 to repair. The van has over 100,000 miles on it. Administration does not feel repair is worth it and recommends scrapping the van. NDSEC also has another bus through lease agreement with Midwest Transit. The lease expires at the end of the school year and includes an option to buy. A study of NDSEC's future needs and best options will be conducted this year with Finance Committee input.

G. Future Negotiations – Recommended Procedures

Mr. Nelson provided a proposed timeline outlining the timing and topics for board and committee meetings in preparation for and during the next collective bargaining agreement negotiations. Mr. Langton suggested adding the step of determining the chair of the bargaining team. The timeline will be shared with the Operational and Governing Boards.

VI. Adjournment to Closed Session under:

- **5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative**

Motion by Dr. Stelter, second by Dr. Panega, to adjourn to closed session at 8:26 am to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative. Upon roll call, AYE: Dr. Stelter, Dr. Butts,

Mr. Ongtengco, Dr. Panega and Mr. Langton. NAY: None. The motion carried by a vote of 5-0.

VII. Reconvene Open Session – Open session reconvened at 8:29 am.

VIII. Adjournment

Motion by Dr. Panega, second by Mr. Ongtengco, to adjourn the meeting of August 6, 2019, at 8:30 am. Upon voice vote, AYE: All. NAY: None. The motion carried.

Approved this _____ day of _____, 2019.

John Langton, Chairperson

Susan Steele, Secretary

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North DuPage Special Education Cooperative (NDSEC)
132 E. Pine Avenue
Roselle, IL 60172

OPERATIONAL BOARD
FINANCE COMMITTEE MEETING
CLOSED SESSION

Minutes of August 6, 2019

I. Adjournment to Closed Session under

- **5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative or legal counsel for the Cooperative, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Cooperative to determine its validity.**

Motion by Dr. Stelter, second by Dr. Panega, to adjourn to Closed Session at 8:26 am for the above-stated reason. Upon roll call, AYE: Dr. Stelter, Dr. Butts, Mr. Ongtengco, Dr. Panega and Mr. Langton. NAY: None. The motion carried by a vote of 5-0.

Committee Members in Attendance

Superintendents	District
Dr. Jim Stelter	#2
Dr. John Butts	#11
James Ongtengco	#100
Dr. Lynn Panega	#108
John Langton, Chairperson	#4

Absent: None.

Also present:

Jim T. Nelson, Executive Director – NDSEC
Todd Putnam, Assistant Director - NDSEC
Reiley Straub, Director of Business & Operations - NDSEC
Susan Steele, Board Secretary – NDSEC

Administration provided background to its recommendation to terminate a support staff employee for cause at the August Operational Board and Governing Board meetings. The committee supported the recommendation and directed administration to communicate the background to the boards in advance of the meeting.

II. Return to Open Session

Motion by Mr. Ongtengco, second by Dr. Stelter, to return to Open Session at 8:29 am. Upon roll call, AYE: Dr. Stelter, Dr. Butts, Mr. Ongtengco, Dr. Panega and Mr. Langton. NAY: None. The motion carried by a vote of 5-0.

Approved this _____ day of _____, 2019.

John Langton, Chairperson

Susan Steele, Secretary