



**MINUTES OF THE SWCCCASE
BOARD OF DIRECTOR'S MEETING
NOVEMBER 15, 2017**

- CALL TO ORDER** A regular meeting of the Board of Directors of the Southwest Cook County Cooperative Association for Special Education was called to order at 12:08 p.m. on Wednesday, November 15, 2017, by Dr. Anthony Scarsella, who presided as Chairman. The meeting was held in the Learning Links Rooms of Southwest Cooperative in Oak Forest, Illinois.
- ROLL CALL** On roll call, the following members were found to be present: Dr. Anthony Scarsella (118), Dr. Paul McDermott (142), Dr. Andrea Sala (145), Dr. Bill Kendall (228), Dr. Jeannie Stachowiak (117), and Dr. James Gay (230). Absent: Dr. Courtney Orzel (113a), Dr. Mable Alfred (159), Dr. Mary Ticknor, and Dr. Griff Powell. Also present: Dr. Gineen O'Neil, Executive Director and Mr. Tage Shumway, Business Manager.
- RECOGNITION OF THE PUBLIC** Union vice president Brandon Wigboldy and Treasure Roger Zilstra
- CONSENT AGENDA ITEMS** Motion was made by Dr. Sala seconded by Dr. Stachowiak that upon the recommendation of the Executive Director, the following items be considered under a consent agenda, unless otherwise requested by the Board: Approval of the Open and Closed Minutes for the October 11, 2017 Board of Directors Meeting, Approval of Invoices, Payroll and Personnel items, Appointment of Authorized IMRF Agent, and the second and final reading of Board Policies.
On roll call, the following voted aye: Scarsella, Sala, Stachowiak, McDermott, Kendal, Gay. Naves, none, whereupon the Chairman declared the motion carried.
- CLOSED SESSION** Motion was made by Dr. Gay, and seconded by Dr. Sala that the Board move to closed session at 12:10 p.m. for collective negotiating between the Cooperative and its employees or their representatives, or deliberations concerning salary schedules for the one or more classes of employees. 5ILC 120/2 (c)(2) and the Executive Director's Performance Goals.
On roll call, the following voted aye: Scarsella, Sala, Stachowiak, McDermott, Kendall, and Gay. Naves, none, whereupon the Chairman declared the motion carried.

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REPORT OF
THE
BUSINESS
MANAGER

Mr. Shumway presented the monthly Statement of Position, showing an ending balance of \$6,488,201.82 as of October 31, 2017. He also commented on revenue and expense summaries for the month.

REPORT OF
THE
DIRECTOR
EVIDENCE
BASED FUNDING

Dr. O'Neil discussed that based upon the information provided by ISBE, the Evidence-Based Funding Formula will effect special education programs/services in the following manner: Evidence-Based Funding (EBF) consolidates and replaces five grant programs: General State Aid, Special Education Personnel, Special Education Funding for Children Requiring Services, Special Education Summer School, and English Learner Education. EBF distributes these funds through a single grant, called the Base Funding Minimum. FY 18, the Base Funding Minimum amount is the total of the gross payments, excluding adjustments applied in FY 17, for each of the five grants, with the exception of Special Education Summer School. Districts will receive 100 percent of FY 17 Special Education Summer School claims, rather than the prorated amount districts received in FY 17. The EBF does not take into account any specific characteristics of your district special education population. The 2016-17 Special Education Personnel claims submitted on August 15 will not be reimbursed. You will not submit a 2017 Special Education Summer School claim, and districts will not receive any 2018 funding specific to the Funding for Children Requiring Special Education Services program. All other special education programs including Special Education Orphanage Regular and Summer Term, Special Education Private Facility and Special Education Excess Cost claims are still in place and are due on or before their normal statutory dates. EBF Base Funding Minimum for SWCCCASE will remain the same (\$1,790,522.50). Although PA 100-0465 does provide direction regarding the attribution of a Special Education Joint Agreement's Base Funding Minimum to member districts in the event of a dissolution of the Special Education Joint agreement, PA 100-0465 does not provide direction for the attribution of a Special Education Joint Agreement's Base Funding Minimum for any other purpose. ISBE will re-allocate Base Funding Minimum from a Joint Agreement to a Member District upon receipt of a request from the Joint Agreement if the request demonstrates that there has been a material change to the Joint Agreement, such as a member district withdrawal or other restructuring that changed the allocation of staff from the Joint Agreement to a member district.

APPROVE THE
CONSENT
AGENDA
APPROVAL OF
MINUTES
APPROVAL OF
INVOICES AND
PAYROLL

Motion was made by Dr. Stachowiak seconded by Dr. McDermott that the following items be approved under the consent agenda:

Approved the Minutes of the October 11, 2017 open and closed session meeting of the Board of Directors.
The October and November 2017 invoices in the amount of \$1,230,228.63, the October 2017 payroll in the amount of \$1,507,181.88 and the estimated amount of \$1,600,000.00 for November 2017 to be approved.

EMPLOYMENT
OF
EDUCATIONAL
SUPPORT STAFF

Name	Position	Program	Start Date	Step/Col.	Annual Salary	Assignment/Notes
Paige Galvin	Paraeducator	Braun	12/15/17	1/5	\$9,765 for 99 days	Replaces Sarah Gould
Jack Misheck	Paraeducator	Braun	10/23/17	1/3	\$11,879 for 135 days	Replaces sub
Roshelle Dawes	Paraeducator	DHH Elem	10/23/17	2/25	\$19,425 for 132 days	Replaces sub
Michael Schmidt	Paraeducator	Transition	10/19/17	1/5	\$13,513 for 137 days	Replaces sub
Kaylen Kenny	Paraeducator	Transition	10/10/17	4/5	\$15,266 for 144 days	Replaces sub
Laifau Chung	Paraeducator	Transition	10/2/17	1/5	\$14,696 for 149 days	Replaces sub
Madeline Henry	Secretary	Admin.	11/06/17	N/A	\$34,654,50 for 170 days	Replaces Lisa Whitcomb

RESIGNATION
OF
PROFESSIONAL
STAFF

Name	Position	Program	Date Effective
Hallie Marshall	OT	OT/PT	12/1/17
Laura DeBiasio	Teacher	Destiny HS	11/17/17

RESIGNATION OF
ESP STAFF

Name	Position	Program	Date Effective
Lisa Whitcomb	Admin. Assistant/HR/Board Recording Secretary	Administration	11/10/17
Sarah Gould	Paraeducator	Braun	11/17/17
Linda Foster	Paraeducator	Transition	10/31/17

REQUEST FOR
LEAVE OF
ABSENCE

Name	Position	Program	Type of Leave	Effective Date
Judy Gray	Interpreter	DHH HS	FMLA	10/27-12/1/17
Erin Kmiecik	School Nurse	Tranistion	Intermittent FMLA	9/6/17 – 5/29/18

ADDITIONAL CD
TEACHER, SLP,
AND
PARAEDUCATOR

Dr. Gineen O'Neil discussed that due to increased enrollment in the Communication Development (CD) program and the significance of the individual student needs, it is necessary to add an additional teacher, speech language pathologist and paraeducator to meet student's individual needs and maintain compliance with IL IASC 226.730. This classroom will serve middle school students beginning in January 2018. The location of the program is to be determined.

INSTRUCTIONAL TECHNOLOGY SPECIALIST Dr. O'Neil stated that due to the increasing the use of instructional technology in all programs was a goal set during strategic planning for SWCCCASE. All classrooms utilize Smartboard technology and students utilize Chrome books and iPads on a daily basis. SWCCCASE became a "Google" school district in FY16. It is the expectation that students and staff members utilize technology to maximize student learning. We have met our goals of having technology in every classroom and becoming a "Google" school district. A secondary goal was to employ an individual to research, support and enhance the use of technology in classroom instruction for students with diverse abilities. This individual would work with staff members, students and member districts to achieve this goal. A draft job description appears on the following pages.

PART-TIME TECHNOLOGY SUPPORT TECHNICIAN Dr. O'Neil stated that due to the upcoming front office reconfiguration, the current Technology Assistant will be reassigned to a hybrid position as a Program Secretary/Technology Assistant. It will be necessary to have an individual available to provide technical assistance with hardware, software and internet issues via the SWCCCASE Technology Help Desk. Additionally, this individual will configure new equipment and assist the Technology Specialist with managing Google applications, email, etc. A draft job description appears on the following pages.

APPOINTMENT OF IMRF AUTHORIZED AGENT Mr. Shumway stated that Lisa Whitcomb, the current SWCCCASE IMRF Authorized Agent, has resigned as of November 10, 2017. According to IMRF, an IMRF Authorized Agent is necessary: To centralize the local administration of IMRF in one person. To file payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies. To act as the agent of the governing body in IMRF matters.
The Board moved that Madeline Henry is appointed as the authorized IMRF Agent for Southwest Cook County Cooperative Association.

BOARD POLICIES – FINAL READING Dr. O'Neil stated that several Board policies are suggested for update, revision and adoption by the Policy Reference Education Subscription Service (PRESS) through the Illinois Association of School Boards. They are as follows:

2:260 Uniform Grievance Procedure
8:70 Accommodating Individuals with Disabilities

ADJOURNMENT There being no further business, *motion was made by Dr. Gay seconded by Dr. Sala that the meeting adjourn at 1:07 p.m. On voice vote, the motion carried.*

Respectfully,

Dr. Andrea Sala