



## Administrative Offices

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### MINUTES OF THE SWCCCASE BOARD OF DIRECTOR'S MEETING MAY 13, 2015

- 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 12:03 pm on Wednesday, May 13, 2015, by Dr. James Gay, 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. Courtney Orzel (113a), Dr. Jeannie Stachowiak (117), Mr. Anthony Scarsella (118), Dr. Paul McDermott (142), Mr. Allen Jebens (145), Dr. Jeff Stawick (146), Mrs. Barbara Mason (159), Dr. Sandra Thomas (160), Dr. Mary Ticknor (210) arrived at 12:30, Dr. Bill Kendall (228) and Dr. James Gay (230). Also present: Dr. Gineen O'Neil, Executive Director, Dr. Christina Sepiol, Assistant Executive Director and Mr. Tage Shumway, Business Manager.
- RECOGNITION OF THE PUBLIC** Union Vice President Brandon Wigboldy and Union President Karyn Kempke. A moment of silence was observed for the passing of former Board member and colleague Dr. Joseph Dubec and student MG from the DESTINY Program. Our thoughts and prayers go to their families during this difficult time.
- CONSENT AGENDA ITEMS** *Motion was made by Mr. Jebens seconded by Dr. Stawick 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 Minutes for May 13, 2015 Board of Directors Meeting and closed session, Approval of Invoices and Payroll and Personnel items.*  
*On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Kendall and Gay. Nays, none, whereupon the Chairman declared the motion carried.*
- CLOSED SESSION** *Motion was made by Dr. Stawick seconded by Dr. Orzel that the Board move to closed session at 12:05 p.m. for the purpose of discussion of 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. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057 and collective negotiating between the Cooperative and its employees or their representatives, or deliberations concerning salary schedules for the one or more classes of employees. 5 ILC 120/2 (c)(2).*  
*On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Kendall and Gay. Nays, none, whereupon the Chairman declared the motion carried.*

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REPORT OF THE BUSINESS MANAGER BREMEN TOWNSHIP INVESTMENT REPORT FY16 HEALTH INSURANCE RATES FORECAST5	Mr. Shumway presented the monthly Statement of Position, showing an ending balance of \$6,787,321.25 as of May 31, 2015. He also commented on revenue and expense summaries for the month.
REPORT OF THE ASSISTANT DIRECTOR LEARNING LINKS SPECIAL OLYMPICS	Mr. Shumway notified the Board that the Cooperative recently received notification of the interest earnings of \$16,536.13 for the period of July 1, 2014 to December 31, 2014. Mr. Shumway reported that the FY16 medical and dental premium rates are increasing 10.7% for PPO, 3.7% for HMO, and -2.8% for Dental. Mr. Shumway shared the monthly premium listing with the Board at the meeting. Mr. Shumway shared that Forecast5 Analytics offered they would like to attend a Board of Director's meeting for a presentation.
2015 REVISIONS TO THE ARTICLES OF JOINT AGREEMENT	Dr. Sepiol shared that there will be one Cooperative Development Course, Sign Language I, available for summer enrollment for SWCCCASE employees, member district employees and residents of member districts at no charge. The CDC class will start June 8 and end June 25. Registration will be online at <a href="http://www.swcccase.org">www.swcccase.org</a> .
REPORT OF THE DIRECTOR FY14 DISTRICT SPECIAL EDUCATION PROFILE	Dr. Sepiol reported that SWCCCASE was represented at the Area 7 Spring Track and Field Competition on May 2, 2015 at Thornwood High School by approximately 31 student athletes. Team Southwest earned 8 gold, 12 silver and 7 bronze medals. Four student athletes are eligible to compete in the Summer State Games on Saturday, June 13 <sup>th</sup> . There were over sixty nine volunteers from SWCCCASE, Sam's Club, Walgreens, the Lincoln Way Storm softball team, and Oak Forest High School. Proud members assisted the student athletes in preparing for and competing in their events. As a result of a volunteer incentive through Sam's Club, SWCCCASE anticipates receiving a donation of \$500.00. A special thank you goes out to Coach Rowe for making the day successful for our athletes. Dr. Sepiol reported that the Articles of Joint Agreement require revision per the Illinois State Board of Education. Dr. Sepiol shared a memorandum with the Board explaining the rationale and process for the changes which have been outlined by the Board's attorney, Mr. Alan Sraga. Dr. O'Neil discussed District Special Education Profiles. She stated they are compiled by ISBE on an annual basis. The information is gathered from a variety of sources including the Funding and Child Tracking System (FACTS), Early Intervention to Early Childhood Special Education Tracking Forms, the Illinois School Report Card, the Fall Housing Report, and the End of the Year Report. Special Education Profiles are comprised of five sections which include background information, student performance, educational environment, school completion and state performance plan. Dr. O'Neil shared each Districts Special Education Profile data with them at the meeting.

FY14 SWCCCASE  
SPECIAL EDUCATION  
PROFILE

Dr. O'Neil reported that the Illinois State Board of Education provides Special Education Data Profiles on an annual basis. The information includes data from the Fall Housing Report, Nonpublic Registration, Enrollment and Staff Report and the FACTS (Special Education Funding and Child Tracking System). Some of this data is incompatible as it has been collected during various points in the school year (ex. Fall Housing-student enrollment on the last day of September and IDEA-December 1, 2013). This summary is used by ISBE for comparisons and targeting sites for monitoring.

Dr. O'Neil provided highlights to the Board members from the SWCCCASE profile at the Board meeting.

FY16 BOARD  
MEETING DATES  
FY16 ORIENTATION

Dr. O'Neil provided the FY16 Board meeting dates.

Dr. O'Neil shared that historically, SWCCCASE has conducted a one day orientation prior to the school year including all staff. We have several new technology/evaluation initiatives that would lend themselves better to smaller groups of staff members. Each program will hold one or more orientation days based upon program start dates to meet this need. The SWCCCASE Central Office Administration will attend each of the orientation sessions

SCHOOL FEES

Dr. O'Neil shared that the SWCCCASE Administration would like to discuss school fees with the Board. A recommendation will be made at the June Board meeting.

DEPARTMENT  
CHAIR POSITIONS

Dr. O'Neil shared that based upon anticipated changes to the SWCCCASE Administration, it's possible that Department Chair positions may be added for Vision Services and OT/PT.

APPROVE THE  
CONSENT AGENDA

*Motion was made by Dr. Stawick seconded by Dr. Orzel that the following items be approved under the consent agenda:*

APPROVAL OF  
MINUTES

Approved the Minutes of the May 13, 2015 regular & closed session meeting of the Board of Directors.

APPROVAL OF  
INVOICES AND  
PAYROLL

The May invoices in the amount of \$1,201,409.09, the April 2015 payroll in the amount of \$1,111,611.60 and the estimated May 2015 payroll in the amount of \$1,200,000.00.

EMPLOYMENT OF  
PROFESSIONAL  
STAFF

Name	Position	Program	Start Date	Step/ Col.	Annual Salary	Assignment/ Notes
Donna Hurley	Physical Therapist	OT/PT	8/14/15	19/6	\$72,533	Replaces a contractual staff member
Theresa Singleton	COTA	OT/PT	8/14/15	1/1	\$30,305	Replaces a contractual staff member
Name	Position	Program	Start Date	Step/ Col.	Annual Salary	Assignment/ Notes
Yoshika Thomas	Para	CD Elem	4/23/15	6/2	\$16,196 prorated to \$2,505.46 for 28 days	Replaces Eboni Bell

EMPLOYMENT OF  
EDUCATIONAL  
STAFF

RESIGNATION OF  
EDUCATIONAL  
SUPPORT STAFF

Name	Position	Program	Effective Date
Toni Flynn	Paraprofessional	DESTINY HS	7/31/15
Matt Bumber	Custodian	Building & Grounds	5/22/15

Name	Position	Program	Type of Leave	Effective Date
Charisma Mabry	Para	CD Elem	Unpaid Leave of Absence	2015-16 School Year

LEAVE OF  
ABSENCE

PROFESSIONAL  
STAFF INTENT  
TO RETIRE

Accepted the intent to retire from Nancy Pufahl, Special Education Teacher, on January 20, 2017. Margaret Healy-Fran & Joanna Toppett, Special Education Teachers, effective the end of the 2017-18 school year and Denise Ford, Speech/Language Pathologist, effective the end of the 2017-18 school year, all under the terms of the current Collective Bargaining Agreement.

EDUCATIONAL  
SUPPORT STAFF  
INTENT TO RETIRE

Accepted the revised intent to retire from Sherry Lapiana, Paraprofessional, effective May 13, 2015. Angela Christy, Paraprofessional and Teresa Thorp Sign Language Interpreter, effective the end of the 2014-15 school year. Donna Tuftie and Elizabeth Vimarco, paraprofessionals, effective the end of the 2015-16 school year.

REQUEST FOR  
ADDITIONAL STAFF-  
DESTINY

Approved the request for an additional .5 FTE secretary for the DESTINY program.

REQUEST FOR  
ADDITIONAL STAFF –  
FY16/OT-PT

Approved the request for an additional FTE for occupational therapy and an additional FTE for physical therapy for the 2015-16 school year.

REQUEST FOR  
ADDITIONAL STAFF –  
BRAUN FY16

Approved the request for an additional FTE teacher at the Braun Educational Center for FY16.

REQUEST FOR  
ADDITIONAL STAFF –  
TRANSPORTATION

Approved the request for two FTE bus driver positions for FY16.

MEMORANDUM  
OF UNDERSTANDING  
VISION

Approved the Memorandum of Understanding to account for a SWCCCASE employee who has served in multiple capacities for the benefit of Coop students. *Motion was made by Dr. Ticknor seconded by Dr. Orzel. On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Ticknor, Kendall and Gay. Naves, none, whereupon the Chairman declared the motion carried.*

MEMORANDUM  
OF UNDERSTANDING  
OCCUPATIONAL  
THERAPISTS

Approved the Memorandum of Understanding which allows SWCCCASE to grandfather occupational therapists under the previous licensure system for occupational therapists. *Motion was made by Dr. Stachowiak seconded by Dr. Thomas. On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Ticknor, Kendall and Gay. Naves, none, whereupon the Chairman declared the motion carried.*

FY16 FOOD SERVICE

Authorized the Business Manager to sign the food service renewal contract, pending ISBE approval, for the 2015-16 school year with Sodexo America LLC. *Motion was made by Dr. McDermott seconded by Mr. Jebens. On roll call, the*

*following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Ticknor, Kendall and Gay. Nays, none, whereupon the Chairman declared the motion carried.*

ADMINISTRATIVE  
ASSESSMENT

Approved the billing of member districts for 50% of the FY16 Administrative Assessment.

*Motion was made by Dr. Stawick seconded by Dr. Orzel. On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Ticknor, Kendall and Gay. Nays, none, whereupon the Chairman declared the motion carried.*

PROGRAM BUDGET  
CONSOLIDATION

Approved the consolidation of the Vision and Orientation & Mobility program budgets for the FY16 budget.

*Motion was made by Mr. Jebens seconded by Dr. Scarsella. On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Ticknor, Kendall and Gay. Nays, none, whereupon the Chairman declared the motion carried.*

BUS PURCHASE

Authorized the Business Manager to sign a bus purchase contract with Midwest Transit for an amount not to exceed \$85,000.

*Motion was made by Dr. Ticknor seconded by Dr. Orzel. On roll call, the following voted aye: Orzel, Stachowiak, Scarsella, McDermott, Jebens, Stawick, Mason, Thomas, Ticknor, Kendall and Gay. Nays, none, whereupon the Chairman declared the motion carried.*

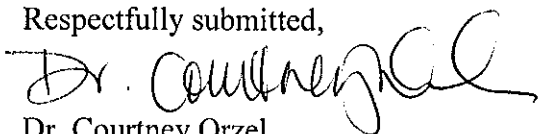
BOARD REPORTS

There were no Board reports.

ADJOURNMENT

There being no further business, *motion was made by Dr. Stawick, seconded by Dr. Stachowiak that the meeting adjourn at 1:43 p.m. On voice vote, the motion carried.*

Respectfully submitted,



Dr. Courtney Orzel  
Secretary