



# Kendall County Special Education Cooperative

201 Garden Street \* Yorkville, IL 60560-9024

630-553-5833 \* Fax: 630-553-5872

www.kcsec.org

## **MINUTES** **KENDALL COUNTY GOVERNING BOARD**

**January 13, 2016**

**KCSEC Administration Center**

**Present:**

Lynda Shanks, KCSEC Director	Amy Lee, KCSEC Asst. Director
Amy Smith, Superintendent(18)	Michael Rustman, Superintendent(90)
Hector Garcia, Superintendent (88)	Tim Shimp, Superintendent(115)
Matthew Wendt, Superintendent(308)	Robin Smith, SEAKC
Hassan von Schlegell, Dir.Student Services (115)	Troy Courtney, Dir. Human Res. (115)
Ann Marie Mormino, Y115 Parent	Denise McCarthy, KCSEC Admin
Michelle Senffner, Asst. Superintendent ROE	Tina Christofalos, HLERK
Stan Eisenhammer, HLERK	Tobin Roggenbuck, PAKC
Donna Williams, SEAKC	Carrie Sloboda, SEAKC
Kim Hanson, KCSEC Admin	Raphael Daniels, IEA Uniserve Dir.
Mary Geraghty, Dir. Spec. Ed (308)	

1. Roll Call  
Meeting was called to order at 9:05 a.m. Roll call showed a quorum was present.  
  
Per Board policy it was noted that Tim Shimp, Superintendent 115 and Matthew Wendt, Superintendent 308 would participate by phone.
2. Recognition of Cooperative Citizens & Public Comment
3. New Program Staff: 1.0 FTE STARS Teacher (308), 1.0 FTE Social Worker ED/STARS Program (308), 2 Long Term Substitutes (Opportunity School)

STARS TEACHER - A 7<sup>th</sup> section of elementary 308 STARS was included in the budget and will be opened in January due to current student needs. A current teacher on LOA will be rehired to fill this position.

ED/STARS PROGRAM SOCIAL WORKER - Due to the additional sections and current needs of the students, a 1.0 FTE program Social Work (SW) is needed to support the 1.5 FTE district/program SW at each elementary building. This position was not in the budget and will bring both elementary buildings to 2.0 FTE SW.

OPPORTUNITY LONG TERM SUBSTITUTES - Teachers have been covering to fill vacancies in substitute positions. Overtime this created loss of plan time, duty free lunch and made it difficult to manage student crisis and maximize student instruction. There is a teacher position in the budget that will cover these positions.

Motion by Minor (308) seconded by Garcia (88), 1.0 FTE ED/STARS Social Worker and 2 Long Term Substitutes for Opportunity School. Motion carried by a roll call vote.



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## 4. Consent Agenda

- a. Minutes for December 9, 2015
- b. Executive Session Minutes to the Public - The following executive session minutes will be open to the public: 1/8/14, 12/10/14, and 6/10/15. The executive session minutes from to following meetings will remain closed: 9/9/05, 4/8/09, 9/8/10, 4/9/14, 4/30/14, 5/7/14, 6/11/14, 8/13/14, 9/10/14, 10/8/14, 11/17/14, 1/14/15, 2/11/15, 3/11/15, 4/8/15, 5/13/15, 7/14/15 will remain closed.
- c. Destruction of Executive Session Minutes and recordings – the following minutes and recordings will be destroyed 2/12/14 and 3/12/14.
- d. Bills for December 2015
- e. Financial Report for December 2015
- f. PRESS Policy - Students: Suicide and Depression Awareness and Prevention 7:290 and General Personnel: Staff Development Program 5:100
- g. Personnel
  - i. Contracts
  - ii. Resignations
  - iii. Employment Offers

### Contracts:

*Madison Bluml, 91 days, Sign Language Interpreter, \$13,297.99*

*Lisa Circelli, Teacher, 90 days, \$26,193.75*

*Pat Gillen, Coordinator, 40 days, \$20,370.80*

*Curtis Lubic, Occupational Therapist, 99 days, \$32,108.11*

*Kaitlin Sisson, Speech Therapist, 19 days, \$4,766.58*

### Resignations:

*Sherry Pavnica, Paraprofessional, effective December 9, 2015*

*Caroline Ramirez, Paraprofessional, effective December 18, 2015*

*Colleen Muchowski, Social Worker, effective January 29, 2016 or replacement is found whichever is sooner*

### Employment Offers

*Jill Roberts, Paraprofessional, 122 days, \$11,529*

*Dominique Williams, Paraprofessional, 107 days, \$7944.75*

Motion by Shimp (115) seconded by Rustman (90), to approve the Consent Agenda.  
Motion carried by a roll call vote.

## 5. KCSEC Dissolution Update

- a. Transfer Agreements – Tina Christofalos and Stan Eisenhammer of Hodges Law Firm addressed the Board on the current status of transfer of staff. Stan communicated that each certified staff that transfers to a current member district now falls under that districts Sequence of Honorable Dismissal list. He explained that time is of the essence due to the timeframe each member district needs to have their sequence of honorable dismissal lists out to staff. Denise McCarthy, shared that currently OT/PT staff are not



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part of the recommended staff transfers. She suggests member districts look to add them to their list. Those positions are hard to fill and will cost more to contract out services. Action on transfer agreements will take place during the February meeting. Tina and Stan would need list by end of January in order to have ready for next board meeting. Lynda will work with member districts to get the information.

- b. Office proposal July 1 through August 31<sup>st</sup> – Lynda Shanks presented the board with a projected staffing and financial package. The Board will need to consider who will be the appointed representative of KCSEC after June 30, 2016.
- c. Extended School Year – Currently 308 and 115 are planning ESY. At this time it is anticipated that PASEC will also provide ESY. Traditionally ESY has run 4-5 days per week half days from end of school which is in June through mid to the third week in July. Due to services being provided after July 1, KCSEC will not be providing any service delivery for ESY. Districts need to consider the June service delivery if they plan on running ESY during the month of June, which would have typically been covered by KCSEC.
- d. Summer Diagnostics – In the original recommendation was for the districts to complete these diagnostic assessments for their respective districts due to the dissolution, which can be up to 70 or more evaluations in total. These primarily are inclusive of EC and EI students required to be completed prior to their 3rd birthday which is prior to the first day of school. In further examination of KCSEC’s budget, I believe that KCSEC can complete the majority of the assessments prior to June 30. Therefore, I would revise my recommendation that KCSEC continue to provide the district the service of leading Summer Assessments through June 30, 2016. If any assessments cannot be completed during this timeframe, these would defer to their respective districts.

## 6. Seniority List

The 2015/16 Seniority Lists have been completed. Staff are being given the opportunity to review.

## 7. Proposal for termination of 403B Plan

Admin Partners, our current 403B plan administrator, has provided a proposal including preparation of board resolution and updated plan amendments to terminate; unlimited plan consultation (unlimited); preparation and distribution of vendor notifications for nine (9) vendors; preparation and distribution of participant communication materials; review, approval and submission of distribution paperwork (a) for annuity holders estimated 63 participants (b) for mutual fund holders estimated 16 participants for a total of \$2,685.

ADMIN may provide additional services for the Client that are not specified in this proposal or any addenda should they be needed. Payment and other terms for such additional services will be agreed to by ADMIN and the Client in writing prior to the performance of such services.

Motion by Minor (308) seconded by Garcia (88), to approve the Admin Partners Engagement letter to terminate the KCSEC 403B plan as presented. Motion carried by a roll call vote.



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## 8. KCSEC Records - Digital Imaging Proposal

Lynda Shanks met with owner, Jim Collins and Jeff Scheets of Datamation Imaging Services of Willowbrook, Illinois last week to walk through all of the paper that is currently the responsibility of KCSEC that will be distributed to respective districts to discuss digital imaging alternatives. The records were discussed in segments (i.e. business, payroll, employee active/inactive, student active/inactive). Lynda Shanks will further discuss the options and potential benefits of digital imaging of current KCSEC records.

## 9. Old Business

Excess Cost worksheets for the IDEA grant are due January 30, 2016 –KCSEC has asked that the districts return all of their documentation to KCSEC by January 15, 2016 and we will forward to ISBE.

KCSEC Special Olympics Basketball is well underway going very well. This season was described to me by Pam Schweitzer, SO Coordinator as FUN! JOY! LAUGHTER! This past weekend our Junior team won a Gold Medal. They will be going to state. The trophy will be housed at Plank Junior High.

## 10. New Business

KCSEC had a higher than expected turnover of speech therapists that were employees, which has forced us to contract with more speech therapists than anticipated. Due to these unanticipated changes in employment status and increase in contract therapy we are exceeding our budgeted allocation for speech in several of our programs. I am working with Colleen Wronski to project what are the anticipated budget increases based on current staffing and what impact will it have on districts. We will have this prepared for the February board meeting.

A complaint was received regarding a staff member. This complaint will be handled under policy 2:260 Universal Grievance Procedure.

## 11. Director's Goals - Midpoint Review

Lynda Shanks and Diane Cepela met over the break and discussed the progress on the Lynda's 2015/16 goals.

Motion by Garcia (88) seconded by Rustman (90), to go in to Executive session to discuss

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)

Motion carried by a roll call vote.



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Motion by Garcia (88) seconded by Minor (308), to return to Open session. Motion carried by a roll call vote.

## 12. Adjournment

Motion by Smith (18) seconded by Rustman (90), to adjourn the meeting. Motion carried by a roll call vote.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary