

# 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**

**September 11, 2013**

**KCSEC Administration Center**

### **Present:**

Amy Smith, Superintendent(18)	Lynda Shanks, KCSEC Director
Diane Cepela, Superintendent(66)	Denise McCarthy, KCSEC Asst. Director
Hector Garcia, Superintendent(88)	Michelle Senffner , Asst. Superintendent ROE
Michael Rustman, Superintendent(90)	Tim Shimp, Superintendent(115)
Judith Minor, Asst. Superintendent(308)	Mary Redding, Dir. of Spec Ed(308)
Chris Mehochko, Superintendent ROE	Ed McCormick, Auditor
Chris McCormick, Auditor	

### 1. Roll Call

Meeting was called to order by Shimp at 9:02 a.m. Roll call showed that a quorum was present.

### 2. Recognition of Cooperative Citizens & Public Comment

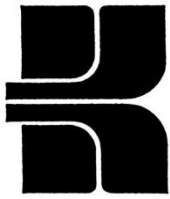
### 3. Consent Agenda

- a. Minutes ~ Move to approve the minutes for August 21, 2013
- b. Bills ~ Move to approve the bills for August 2013
- c. Financial Report ~ Move to approve the financial report for August 2013
- d. PRESS Policy Updates:
 

Ethics & Gift Band	2:105
Identity Protection	4:15
Workplace Harassment Prohibited	5:20
Education of Children with Disabilities	6:120
Misconduct by Students with Disabilities	7:230
Student Records	7:340
- Policy Review:
 

Preventing Bullying, Intimidation & Harassment	7:180
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Motion by Minor (308) seconded by Garcia (88), to approve the Consent Agenda. Motion carried by a roll call vote.



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## 4. Personnel

### Resignations – Non-Certified:

Christina Butera, Paraprofessional, effective August 16, 2013

Adam Moore, Paraprofessional, effective August 27, 2013

Motion by Minor (308) seconded by Rustman (90) to approve the resignations as presented. Motion carried by roll call vote.

### Employment Offers – Non-Certified:

Diane Artel, Paraprofessional, 167 days, \$16,908

Brianne Covelli, Paraprofessional, 168 days, \$17,010

Emily Dabney, Paraprofessional, 167 days, \$14,654

Julie Diveley, Paraprofessional, 89 days, \$9,331

Brian Durant, Paraprofessional, 177 days, \$17,921

Grace Fey, Paraprofessional, 167 days, \$16,908

Tamie Holste, Paraprofessional, 167 days, \$16,908

Kathleen Jurak, Paraprofessional, 167 days, \$16,908

Shawna Kelley-Swanson, Paraprofessional, 167 days, \$16,908

Lori Lockhart, Paraprofessional, 167 days, \$16,908

Melissa Lund, Paraprofessional, 167 days, \$16,908

Kimberly Mastro, Paraprofessional, 167 days, \$16,908

JudyLee Matrafailo, Paraprofessional, 167 days, \$12,211

Rachel Mola-Pink, Paraprofessional, 167 days, \$16,908

Michele Payne, Paraprofessional, 163.5 days, \$15,450

Anna Pietryszek, Paraprofessional, 168 days, \$12,285

Tammy Reynolds, Paraprofessional, 87.5 days, \$7,802

David Rodriguez, Paraprofessional, 167 days, \$16,908

Carol Schuenemann, Paraprofessional, 165 days, \$16,706

Kristi Schuerman, Paraprofessional, 167 days, \$15,280

Bridget Steininger, Paraprofessional, 167 days, \$13,652

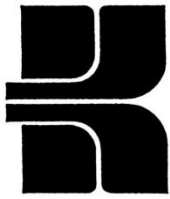
Emily Stillwell, Paraprofessional, 168 days, \$17,010

Amy Torres, Paraprofessional, 161.5 days, \$16,630

Chelsea Tweedy, Paraprofessional, 163.5 days \$15,450

Laura Zacker, Paraprofessional, 165.5 days, \$18,991

Motion by Rustman (90) seconded by Minor (308) to approve the contracts and employment offers as presented. Motion carried by roll call vote.



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## Intent to Retire:

William Boyter, KCSEC Administrator, intent to retire June 2014

Motion by Cepela (66) seconded by Minor (308) to approve the Intent to Retire as presented. Motion carried by roll call vote.

## 5. FY13 Audit

Ed McCormick, Mulcahy, Pauritsch, Salvador & Co Ltd. presented a review of the fiscal year 2013 annual audit.

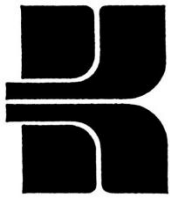
Motion by Smith (18) seconded by Rustman (90) to approve the audit as presented. Motion carried by roll call vote.

## 6. KCSEC Program Highlights: Special Olympics and Assistive Technology

Lynda Shanks gave a short presentation on Kendall County Special Olympics that is available for all special needs students in Kendall County from age 8 to adult. Lynda summarized the different activities they participated in this year and will be giving us updates throughout the year. Kristy Gibson, Kelly Dittmann and Laura Slimack from the KCSEC Assistive Technology Team presented the variety of services that they provide to the districts. Lynda shared that at times the AT staff have a difficult time getting software downloaded due to filters. Superintendents encouraged them to talk to tech directors and let them know what they need. Assistive Technology staff will produce a list of available Apps for Ipad and share that with the districts.

## 7. NEA Master Teacher Project

Lynda shared with the board that Andrea Praught, D/HH Teacher in Oswego 308 was chosen by NEA for the Master Teacher Project. Andrea will be developing lessons aligned with Common Core. Her lessons will be videotaped and uploaded to share with other educators. KCSEC is proud to have Andrea on our staff. She is an example of Excellence in Teaching. Andrea is also a National Board Certified teacher. Lynda will be bringing her to a board meeting later on in the year so that Andrea can share her experiences.



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## 8. Administrator Breakfast Dates

Administrator Breakfast dates have been set for November 18<sup>th</sup> and February 5<sup>th</sup>. SAVE THE DATE flyers will be out very soon. ROE will be co-hosting the February meeting. Topic for November is LEA Bootcamp. Districts please identify and share SAVE THE DATE flyer with your LEA reps. Laura Sinars of Robbins, Schwartz will be the presenter. The venue will be Whitetail Ridge Golf Club.

## 9. Job Descriptions

Lynda Shanks presented updated job descriptions for the teaching, paraprofessional and therapy staff to the board.

Motion by Rustman (90) seconded by Smith (18) to approve the job descriptions as presented. Motion carried by a roll call vote.

## 10. LEA Focus Monitoring

Lynda Shanks received notification that Oswego District 308 will be participating in Focus Monitoring for Indicator 5A: percent of children with IEP's inside the general education class 80% or more of the day. Lynda will be working with Judy Minor and Mary Redding to establish the team that will be participating in the Focus Monitoring.

## 11. Old Business

Lynda asked that districts share the Assistive Technology guidelines with their staff and to upload it on their district networks.

KCSEC updated their website and added a link called Parent Resource Corner. Districts are encouraged to get the link added to district websites as well.

Lynda shared that the ROE will be hosting a meeting with a rep from ISBE and county nurses regarding the changes to Medical Review.



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## 12. New Business

Lynda shared apples from the apple tree the students from Opportunity School planted three years ago. The students were overjoyed with the amount of apples. It was a great experience for the students.

Lynda announced that John Barker Oswego High School transition student has been named Volunteer of the Year at the Oswego YMCA.

Global Compliance Network is now up and running and available to all KCSEC staff for their mandated trainings.

Lynda gave Superintendents a packet of upcoming professional development opportunities to share with their staff.

All board members have been invited to a reception at Chicago Cultural Center hosted by The Law Offices of Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP on Friday November 22, 2013 from 4:00 pm-7:00 pm.

Lynda informed the board how excited she is to use EvaluWise App when evaluating staff. Joel at the PDA has been great with working out any issues that have come up.

## 13. Director's Goals and Salary

Motion by Rustman (90), seconded by Garcia (88) to go to executive session to discuss:

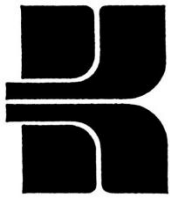
The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative or legal counsel for the Cooperative, including hearing testimony on a complaint lodged against the employee or against legal counsel for the Cooperative to determine validity.

Motion by Rustman (90) seconded by Cepela (66) to return to open session.  
Motion carried by a roll call vote.

## 14. Action as a result of Executive Session

Motion by Cepela (66) seconded by Minor (308) to approve the Director's 2% salary increase and goals as presented. Motion carried by a roll call vote

## 15. Adjournment



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Motion by Rustman (90) seconded by Minor (308), to adjourn the meeting.  
Motion carried by a roll call vote.

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Chairman

\_\_\_\_\_  
Secretary