



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**

May 7, 2014

KCSEC Administration Center

Present:

Lynda Shanks, KCSEC Director	Denise McCarthy, KCSEC Asst. Director
Hector Garcia, Superintendent(88)	Judith Minor, Asst.Superintendent(308)
Mary Redding, District 308	Tim Shimp, Superintendent(115)
Amy Smith, Superintendent(18)	Michael Rustman, Superintendent (90)
Robin Smith, KCSEC staff	Kim Hanson, KCSEC Administrator
Linda Lenoff, KCSEC Administrator	Chris Mehochko, Superintendent ROE
Matthew Wendt, Superintendent (308)	
Michelle Senffner , Asst. Superintendent ROE	

1. Roll Call

Meeting was called to order at 9:05 a.m. Roll call showed that quorum was present.

2. Amendment to the Agenda

Motion by Cepela (66) seconded by Minor to amend the order of the items and add a personnel item to the agenda. Motion carried by a roll call vote.

3. Recognition of Cooperative Citizens & Public Comment

4. Consent Agenda

- a. Minutes ~ Move to approve the minutes for April 9, 2014 and April 30, 2014
- b. Bills ~ Move to approve the bills for April 2014
- c. Financial Report ~ Move to approve the financial report for April 2014
- d. PRESS Policies ~
 - Policy 5:10 Equal Employment Opportunity and Minority Recruitment
 - Policy 5:30 Hiring Process and Criteria
 - Policy 5:35 Compliance with Fair Labor Standards Act
 - Policy 5:190 Teacher Qualifications ~ Move to approve PRESS polices as presented



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Motion by Garcia (88) seconded by Smith (18), to approve the Consent Agenda. Motion carried by roll call vote.

5. Personnel

Resignations – Certified:

Kate Lippoldt, Coordinator, effective end of 2013/14 school year

Amy Mings, Teacher, effective end of 2013/14 school year

Cathleen Riemenschneider, OT, effective September 30, 2014

Resignations – Non-Certified:

Jessica Baker, Paraprofessional, effective May 15, 2014

Laurel Chally, Paraprofessional, effective May 28, 2014

Amy Hanson, Paraprofessional, effective April 30, 2014

Katie Likar, Paraprofessional, effective May 29, 2014

Jillian Trimarco, Paraprofessional, effective May 21, 2014

Carmen Rydberg, Paraprofessional, effective April 7, 2014

Motion by Cepela (66) seconded by Minor (308), to approve the resignations as presented. Motion carried by a roll call vote.

Retirement-Certified

Lori Coit, Coordinator, Effective end of 2013/14 school year.

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

Contracts – Certified: (2014/15 school year)

Suzanne Skogen, Occupational Therapist, 185 days, \$58,240

Vicki Hare, COTA, 185 days, \$51,800

Motion by Cepela (66) seconded by Garcia (88), to approve the contracts as presented. Motion carried by a roll call vote.

Employment Offers – Non-Certified:

Theresa Barks, Paraprofessional, 31 days, \$2,836

Kimberly Elleby, Paraprofessional, 37 days, \$3,746

Motion by Cepela (66) seconded by Minor (308), to approve the employment offers as presented. Motion carried by a roll call vote.



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6. KCSEC Program Highlights ~ HI & VI Itinerants

KCSEC Coordinator's Kim Hanson and Linda Lenoff presented the Visually and Hearing Impaired Itinerant programming that is offered throughout Kendall County schools. They highlighted the services provided in each of the programs. Discussed the curriculum and the current needs of the student's in the program.

7. PRESS Policies – 1st Reading

The following policies have been provided with revisions from PRESS. These policy revisions will also be reviewed with legal counsel as appropriate.

Policy 5:180 Temporary Illness or Temporary Incapacity

Policy 5:240 Suspension

Policy 7:140 Search and Seizure

Policy 7:180 Preventing Bullying, Intimidation and Harassment

Policy 7:190 Student Discipline

Motion by Garcia (88) seconded by Cepela (66), to approve the 1st reading of policies. Motion carried by a roll call vote.

8. Job Descriptions

The job descriptions of Adapted Physical Education Itinerant, Assistive Technology Specialist, Early Childhood Assessment Facilitator, Early Childhood Intervention Facilitator, Itinerant Teacher of the Orthopedically Impaired, Vocational Coordinator, Job Coach and Bookkeeper have been reviewed and updated. These are intended to replace the current job descriptions. Lynda Shanks also presented a Board Certified Behavior Analyst (BCBA) Job Description for approval. We currently have one BCBA on staff. This position is currently called a Behavior Specialist. This job description is more reflective of this specialized position. This job description will be in addition to our current job descriptions.

Motion by Cepela (66) seconded by Smith (18), to approve the job descriptions as presented. Motion carried by a roll call vote.



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9. Wellness Advisory Committee

Lynda Shanks led the Wellness Advisory Committee meeting on April 14, 2014 at Opportunity School. There were 11 members present. Lynda presented the board with the committee summary. After review and assessment of the current policy recommendations included no changes to the current policy at this time.

Motion by Garcia (88) seconded by Cepela (66), to accept the recommendations of the Wellness Advisory Committee and review the current 6:50 School Wellness with no changes. Motion carried by a roll call vote.

10. FY14 IDEA Grant Amendment

A grant amendment was presented to allocate flow through monies to Oswego School District to purchase I PADS for special education teachers for a new Math curriculum kick off for the 14/15 school year for \$55,590 and also an additional \$35,000 to upgrade electrical, data, plumbing, and some structural concerns in Life Skills classrooms in Oswego for a total of \$90,590.

The Board also discussed the need to create a process of how funds are allocated to other districts.

Motion by Rustman (90) seconded by Garcia (88), to approve the FY14 IDEA Grant amendment and to create a process of allocating funds to other districts. Motion carried by a roll call vote.

11. Assistant Director of Human Resources

Lynda Shanks presented the Board with a proposal for this new administrative position. The proposal included a job description position, organizational chart and rationale. This position would begin July 1, 2014. The question was raised as to what funding source was being used local dollars or grant dollars to fund this position, and at



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this time the position was presented using grant funding. It was also asked if other positions were eliminated to create this position, and the answer was no other positions were eliminated or combined. The board asked Director to bring this request back for further discussion in June.

Motion by Rustman (90) seconded by Garcia (88), to approve the 1.0 FTE Assistant Director of Human Resources for the 2014-2015 school year. Motion failed by a roll call vote.

Motion by Cepela (66) seconded by Garcia (88), to go into 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).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)

Motion carried by a roll call vote.

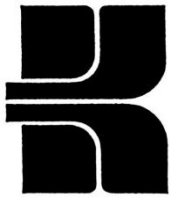
Motion by Minor (308) seconded by Garcia (88), to return to open session. Motion carried by a roll call vote.

12. FY15 New Positions

3.0 FTE Social Worker – 308

1.0 FTE Social Worker – 115

1.0 FTE HI Junior High Classroom Teacher



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1.0 FTE Sign Language Interpreter

1.0 FTE STARS/EC 5.0 hour Classroom Teacher

1.0 FTE Board Certified Behavior Analyst

Motion by Garcia (88) seconded by Smith (18), to approve the FY15 New Positions as presented. Motion carried by a roll call vote.

13. FY15 IDEA Grants

The FY15 IDEA Part B Flow Through Grant to be submitted is a total of \$4,194,745. Our FY15 preliminary allocation is \$3,890,475. Oswego 308 has requested flow through dollars to a total of \$281,776. The remaining dollars allocated would be use of carry over dollars. The FY15 IDEA Preschool Grant amount to be submitted is \$58,190. Our FY15 preliminary allocation is \$45,642. If allocations are accurate this would expend all of our remaining carry over dollars in IDEA Preschool Grant.

The grant hearing will be held on June 11, 2014 prior to our scheduled board meeting. The FY15 IDEA grants will be presented for final approval at the June Board Meeting.

Motion by Minor (308) seconded by Garcia (88) to place the FY15 IDEA Preschool Grant on display. Motion carried by a roll call vote.

Motion by Garcia (88) seconded by Smith (18), to place the FY15 IDEA Part B Flow Through Grant on display. Motion failed by a roll call vote.

14. FY15 Budget

A FY15 budget proposal was prepared and presented to the board. Lynda Shanks and Denise McCarthy have met with each district regarding the individual district commitment and services. The budget reflects all projected salary and benefit increases for teachers, central office staff and educational support personnel. The budget will be on display at the ROE and Kendall County Special Education Office upon approval. The budget hearing will be held on June 11, 2014 prior to our scheduled board meeting. The FY15 budget will be presented for final approval at the June Board meeting.



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Motion by Garcia (88) seconded by Smith (18), to approve the budget to be placed on display to the public. Motion carried by a roll call vote.

15. Special Olympics

Lynda Shanks updated the Board on the current status of the new Kendall County Special Olympics group. The update to the Board on any information regarding KCSO Friends and Family inquiry and current status was tabled until the June meeting. Lynda also recognized and complimented Pam Schwietzer, Justin Olson, Jessica Wade and all the Special Olympic coaches for their hard work and efforts during this transition period.

16. Action as a result of closed session-No action was necessary

17. Election of Chairperson

Nominations were made and an election was conducted for the Chairman of the Governing Board.

Motion by Garcia (88) seconded by Smith (18), to accept Diane Cepela as chairperson for the 2014/15 school year. Motion carried by a roll call vote.

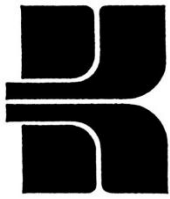
18. Old Business

Lynda shared with the Board that Timely and Meaningful Consultation Meeting is set for May 8, 2014 at 1:00 p.m.

Lunch audit has been closed and all items have been remedied.

Lynda did receive a FOIA request from IEA on behalf of new Paraprofessionals unit.

Lynda also shared that she was approached this week by the Director of Special Education in Sandwich School District to see if Kendall County would be willing to tuition in students for ESY and other low incident student needs during the school year. She will bring this to the June Board meeting for discussion.



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19. New Business

Annual Mentoring Celebration will be Monday, May 12, 2014 from 4pm – 5 pm at Kennedy Point in Bristol.

Opportunity School Awards Night will take place at Opportunity School on Thursday, May 22, 2014 at 6pm.

Linden Oaks in partnership with KCSEC will be sponsoring a Mental Health First Aid Training and Certification on Saturday, May 17th from 8am – 5pm. This is open to all member districts. A flyer was included in your board packet.

20. Adjournment

Motion by Garcia (88) seconded by Smith (18), to adjourn the meeting. Motion carried by a roll call vote.

Chairman

Secretary