



# 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**

**March 9, 2016**

**KCSEC Administration Center**

**Present:**

Lynda Shanks, KCSEC Director  
Michael Rustman, Superintendent (90)  
Robin Smith, SEAKC  
Hassan von Schlegell, Dir.Student Services (115)  
Diane Cepela, Superintendent (66)  
Tobin Roggenbuck, PAKC  
Carrie Sloboda, SEAKC  
Christopher Mehochko, Superintendent ROE

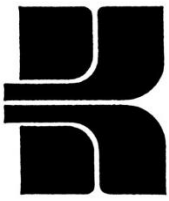
Amy Lee, KCSEC Asst. Director  
Tim Shimp, Superintendent (115)  
Ann Marie Mormino, Y115 Parent  
Amy Smith, Superintendent (18)  
Michelle Senffner, Asst. Superintendent ROE  
Kim Hanson, KCSEC  
Mary Geraghty, Dir. Spec. Ed (308)

1. Roll Call  
Meeting was called to order 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 for February 10, 2016
  - b. Bills for February 2016
  - c. Financial Report for February 2016

Motion by Shimp (115) seconded by Rustman (90), to approve the consent agenda as presented. Motion carried by a roll call vote.

Motion by Shimp (115) seconded by Smith (18), to table the following agenda items until after Executive session.

4. Personnel
  - a. Leave of Absence  
  
Laura Bialas, School Psychologist, effective April 14, 2016 through remainder of SY 2015-2016
  - b. Retirements  
  
Jodi Wilkins, Occupational Therapist, effective end of SY 15/16  
Barb Miller, Paraprofessional, effective end of SY 15/16
  - c. Resignations  
  
William Boyter, Coordinator, effective 06/30/16  
Brian Durant, Paraprofessional, effective 3/30/16  
Nicole Rees, Teacher, effective end of 15/16 school year  
Samantha Stroub, Paraprofessional, effective 03/11/16



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d. Dismissal of Fourth Year Probationary Teacher for Reasons other than RIF

e. Dismissal of Educational Support Personnel Employee for Reasons other than RIF

Motion carried by a roll call vote.

## 5. Employee Flexible Benefit Plan Termination Board Resolution

Colleen Trapp of Wine Sergi, prepared the required resolution for termination of the KCSEC Flexible Spending Benefits Plan. KCSEC has made all the needed adjustments on the plan due to its shorted year at its start in October. All employees were notified at that time of plan details of contributions allocations, required spending and submission dates.

Motion by Shimp (115) seconded by Rustman (90), to approve the KCSEC Employee Flexible Benefits Plan termination resolution as presented. Motion carried by a roll call vote.

## 6. Simplify ACA Proposal to complete 2016 Calendar Year 1095C Health Insurance Filing

Colleen Trapp of Wine Sergi prepared a proposal with Simplify ACA to complete the KCSEC 2016 calendar year 1095-C health care filing. Simplify ACA along with Wine Sergi conducted KCSEC's reporting for 2015. The cost for 2016 is estimated at \$2,820. It is projected that this work will be conducted in August 2016.

Motion by Shimp (115) seconded by Rustman (90), to approve the Simplify ACA Proposal to complete the required KCSEC 2016 calendar year 1095-C health care filing for \$2,820. Motion carried by a roll call vote.

## 7. Vista Learning Project Proposal – Email archive from July 1, 2016 through December 31, 2017

Vista Learning prepared a quote for 18 months of email archival from July 1, 2016 – December 31, 2017. This will capture and index all inbound and outbound email content including subject, body and attachments. All active accounts from July 1, 2016 – August 31, 2016 will continue to be archived and mail will be routed and filtered for spam and viruses.

Motion by Shimp (115) seconded by Rustman (90), to approve the Vista Learning Project quote to create and store Email archive from July 1, 2016 through December 31, 2017 of \$3,375. Motion carried by a roll call vote.

## 8. MPS Proposal to complete final Audit upon December 31, 2016 closure

Ed McCormick of MPS presented a proposal that will complete the auditing and final reporting requirement for KCSEC from July 1, 2016 to December 31, 2016. The fee for the final financial statements and AFR for \$8,500. If preferred audit include only AFR required by ISBE and forgo bound financial statements, fee is estimated at \$6,500.

Motion by Smith (18) seconded by Shimp (115), to approve the MPS proposal of \$6,500 for the final KCSEC audit and reporting requirements to take place after closure on December 31, 2016. Motion carried by a roll call vote.

## 9. Datamation Imaging Services Proposal - KCSEC Student/Personnel Records



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Lynda Shanks recommended that KCSEC move forward with digital imaging and ImageSilo storage through August 31, 2016 of KCSEC personnel and student records, not including student active files, as presented. The cost estimate from Datamation would be an estimated \$124,000. Digital storage after August 31, 2016 would be the responsibilities of the individual districts if desired.

Motion by Shimp (115) seconded by Rustman (90), to approve the Datamation proposal of \$124,000 for digital imaging of identified student and personnel records and ImageSilo storage of all scanned files until August 31, 2016 as presented. Motion carried by a roll call vote.

10. Trustee Appointment for July 1, 2016 – final closure  
After further research and consultation it was determined that a trustee appointment was not required for KCSEC. The Regional Office of Education is the administrative and fiscal agent for KCSEC, therefore Chris Mehochko, Regional Superintendent, has the required authority through this agreement to complete all tasks in the final stages of dissolution in the absence of a named Director. Assistant's States Attorney's office confirmed. Chris Mehochko will be responsible for KCSEC from July 1, 2016 through closure for purposes of dissolution pursuant to the board plan in lieu of a named Director.

11. KCSEC Dissolution Update
- a. KCSEC FY16 Audit Scheduled-Ed McCormick moved up the audit date to May 16, 2016. He will be able to complete audit up to that date.
  - b. Inventory –Information will be presented at April Board Meeting
  - c. Draft Dissolution Plan – July 1 – December 31, 2016-Lynda shared with the Board what will need to still get done after June 30, 2016 Dissolution.
  - d. Budget Analysis Update-Lynda is reviewing and has requested all staff turn in mileage/reimbursements in at this time.

12. Old Business

Lynda shared that she was contacted by HLERK and they are currently in contact with School District 308 legal counsel regarding language in the 308 staff transfer agreements. Lynda anticipates having an Amended agreement for the Board's approval at the April Board meeting. The requested changes were not substantive to the agreement, but in language. This will have no impact on other district staff transfers currently approved.

13. New Business

Opportunity Science Fair – Took place in February for Elementary through High School Students. Judges volunteered from the community, teaching staff, parents and substitute staff. Transition Program students prepared and served breakfast for all of the judges.

Community Services Fair – Flyer included in board packet. Will be taking place on April 30th from 9-noon at Yorkville High School. This year's fair will also incorporate Autism specific vendors and information. Will have two speakers, a member of Prairie Clinic – Dr. Tim Wahlberg's clinic and Sherri Schneider from Family Benefit Solutions. Lynda Shanks thanked Ann Marie Mormino, Yorkville parent for participating in the planning.

KCSEC Open House and Retirement Celebration – We will be hosting an Open House and Retirement Celebration on May 12 from 3-6 pm for all current staff, former staff members,



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students, family members, and community partners to share memories from our 40+ years of service and celebrate our transition to the districts and honor our 10+ retirees.

Lynda shared with the Board the Special Olympics basketball team would be playing at Illinois State University March 11-12.

14. Uniform Grievance Procedure Complaint Appeal
15. Sale of 201 Garden street and adjacent lot
16. Director's Evaluation Review and Contract

Motion by Smith (18) seconded by Shimp (115), to go into Executive session to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of 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)

The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2 (c)(10)

The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5)

The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6)

Motion carried by a roll call vote.

Motion by Smith (18) seconded by Smith to return to Open session. Motion carried by a roll call vote.

Action after Executive Session

## 13. Personnel

### a. Leave of Absence

Laura Bialas, School Psychologist, effective April 14, 2016 through remainder of SY 2015-2016

Motion by Rustman (90) seconded by Shimp(115), to approve the leave of absence as presented. Motion carried by a roll call vote.

### b. Retirements

Jodi Wilkins, Occupational Therapist, effective end of SY 15/16  
Barb Miller, Paraprofessional, effective end of SY 15/16



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Motion by Shimp (115) seconded by Rustman (90), to accept retirements as presented. Motion carried by a roll call vote.

c. Resignations

William Boyter, Coordinator, effective 06/30/16  
Brian Durant, Paraprofessional, effective 3/30/16  
Nicole Rees, Teacher, effective end of 15/16 school year  
Samantha Stroub, Paraprofessional, effective 03/11/16

Motion by Shimp (115) seconded by Rustman (90), to approve the resignations as presented. Motion carried by a roll call vote.

d. Dismissal of Fourth Year Probationary Teacher for Reasons other than RIF

Lynda Shanks presented the resolution.

Motion by Rustman (90) seconded by Shimp (115), to approve the resolution for Dismissal of Fourth Year Probationary Teacher Carolyn Ballew, for Reasons Other than RIF. Motion carried by a roll call vote.

a. Dismissal of Educational Support Personnel Employee for Reasons other than RIF

Lynda Shanks presented the resolution.

Motion by Shimp (115) seconded by Rustman (90), to approve the resolution for Dismissal of Educational Support Personnel Employee, Kathleen Binns, for Reasons other than RIF. Motion carried by a roll call vote.

14. Uniform Grievance Procedure Complaint Appeal

A Uniform Grievance Procedure appeal request was made to the Board. The Board reviewed the investigation and decision. The board followed all procedures and timelines as established in the KCSEC policy 2:260 Uniform Grievance Procedure.

Motion by Smith (18) seconded by Smith (18), to affirm the decision of the uniform grievance procedure complaint. Motion carried by a roll call vote.

15. Sale of 201 Garden Street and adjacent lot

No action was taken.

16. Director's Evaluation Review and Contract

Diane Cepela, Board Chair stated that the Director's evaluation was reviewed. The Board shared that they were very appreciative of Lynda's time, effort, and diligence during the dissolution process.

Motion by Smith (18) seconded by Rustman (90), to accept Evaluation Review and award 3% pay increase retroactive to the 2015-2016 school year.



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## 17. Adjournment

Motion by Smith (18) seconded by Shimp (115), to adjourn the meeting. Motion carried by a roll call vote.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary