



# 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 10, 2014**

### **KCSEC Administration Center**

#### **Present:**

Lynda Shanks, KCSEC Director      Denise McCarthy, KCSEC Asst. Director  
Hector Garcia, Superintendent(88)      Judith Minor, Asst. Superintendent(308)  
Tim Shimp, Superintendent(115)      Amy Smith, Superintendent(18)  
Diane Cepela, Superintendent (66)      Michael Rustman, Superintendent (90)  
Matthew Wendt, Superintendent (308)  
Mary Redding, Dir of Spec Ed (308)      Chris Mehochko, Superintendent ROE  
Michelle Senffner , Asst. Superintendent ROE  
Robin Smith, KCSEC Staff      Amy Lee, KCSEC Coordinator  
Ed McCormick, Mulcahy, Pauritsch, Salvador & Co. LTD  
Chris McCormick, Mulcahy, Pauritsch, Salvador & Co. LTD

#### 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 ~ Move to approve the minutes for August 13, 2014
- b. Bills ~ Move to approve the bills for August 2014
- c. Financial Report ~ Move to approve the financial report for August 2014
- d. PRESS Policy Updates:

Activity Funds	4:90
Hiring Process and Criteria	5:30
Harassment of Students Prohibited	7:20

Motion by Garcia (88) seconded by Shimp (115), to approve the Consent Agenda. Motion carried by a roll call vote.

#### 4. FY14 KCSEC Audit

Ed and Chris McCormick of Mulcahy, Pauritsch, Salvador & Co., Ltd. presented a review of the FY14 annual Audit.



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Motion by Shimp (115) seconded by Minor (308), to approve the audit as presented. Motion carried by a roll call vote.

## 5. Audit Services Proposal

Our agreement with Mulcahy, Pauritsch, Salvador & Co Ltd. expired with the FY14 audit. Ed McCormick presented a proposal for audit services.

Motion by Garcia (88) seconded by Minor (308), to approve the proposal for audit services for the next two years as presented. Motion carried by a roll call vote.

## 6. KCSEC Office Staff Restructure Update

Lynda Shanks updated the Governing Board on the shifting of central office staff since the resignation of Marsha Henne.

## 7. Job Descriptions and KCSEC Organizational Chart

Lynda Shanks presented updated job descriptions for Directors' Administrative Assistant, Accounts Payable/Receivable Specialist, and Business Manager to the Governing Board. These job descriptions were developed as a part of the restructuring of the central office staff.

Lynda explained that there is zero cost for these positions this year due to not being able to fill four school psychologist positions, but in the future KCSEC will need to fill those positions.

Motion by Garcia (88) seconded by Shimp (115), to approve the job descriptions and KCSEC Organizational Chart as presented. Motion carried by a roll call vote.

## 8. New Positions – 1.0 FTE Health Specialist, 1.0 FTE Director's Administrative Assistant, 1.0 FTE Accounts Payable/Receivable Specialist, .4 FTE Business Manager

Lynda Shanks recommended that a 1.0 FTE Health Specialist Position be approved for Opportunity School and pre-school assessments for the county. This position will take the place of the Certified School Nurse position that was budgeted for in the 14-15 school year. The job description was approved at the August board meeting. She is currently earning her BSN and plans to continue to earn her CSN once her BSN is completed. The 1.0 FTE Director's Administrative Assistant position will be taking the place of the 1.0 FTE former Executive Associate of Finance and Administrative Services. The 1.0 FTE Accounts Payable/Receivable Specialist is the former Purchasing Agent, which was a .625 FTE position. The .4 FTE Business Manager position is a new position.



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Motion by Shimp (115) seconded by Smith (18), to approve the 1.0 FTE Health Specialist, 1.0 Director's Administrative Assistant, 1.0 Accounts Payable/Receivable Specialist, and .4 FTE Business Manager positions as presented. Motion carried by a 5-1 vote.

## 9. IMRF Resolution IRS Code Section 125 Plan

Lynda Shanks presented the Board with a Resolution that is required for IMRF to include compensation paid under and IRS code section 125 Plan as IMRF earnings. This was brought to the attention of our organization through a recent IMRF audit. Approval of this resolution will meet compliance requirements for IMRF.

This discussion was tabled until Lynda as more time to meet with IMRF.

## 10. KCSEC Working Group

Tim Shimp, Dr. Garcia and Lynda Shanks met regarding forming a working group to discuss possible restructuring of KCSEC with the impending withdrawal of Oswego SD 308. Dr. Garcia presented to the Board the results of that meeting. The working group recommended this be done in 2 Phases. The first phase would be to hire a consultant to look at the staffing and financial ramifications of withdrawal of District 308 and the second phase would look at programming and services.

Motion by Shimp (115) seconded by Minor (308), to conduct a financial study of the implications of Oswego 308 withdrawal from KCSEC. Motion carried by a roll call vote.

## 11. Opportunity School Site 2015-2016

Opportunity School is in a one year facilities agreement with Oswego SD 308 for the 2014-2015 school year. Lynda Shanks has reached out to Dr. Wendt to request the possibility of usage for school year 15-16.

Dr. Wendt shared that Opportunity School can remain in its current location for the 15-16 school year and he will have Oswego District 308 will prepare a new contract.

## 12. Administrative Fee for Non Member Districts

Lynda shared that at this time we have 4 Non Member District utilizing KCSEC Programs. The Board had requested that Lynda Shanks propose an administrative fee structure for non member districts. Lynda Shanks presented this structure to the Board for consideration and approval.

Motion by Garcia (88) seconded by Shimp (115), to approve the non-member administrative fee of 20 % of actual program cost for implementation beginning the 2014-2015 school year. Motion carried by a roll call vote.



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## 13. Old Business

Lynda shared that KCSEC still has 4 vacancies for School Psychologist. She has reached out to agencies in search of candidates.

## 14. New Business

Diane Cepela shared she will not be able to attend the October meeting. Lynda asked the other Superintendents if they would be in attendance to make sure we will have a quorum present. Also Lynda is asking for a volunteer to chair the October meeting.

Motion by Minor (308) seconded by Garcia (88), to go into Executive Session to discuss:

## 15. Personnel

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.

## 16. SEAKC Negotiations Update

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)

## 17. Oswego Resolution Regarding KCSEC Withdrawal

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. 5 ILCS 120/(c)(11)

Motion carried by a roll call vote.

Motion by Garcia (88) seconded by Shimp (115) to return to open session. Motion carried by a roll call vote.

## 18. Action as a result of Executive Session

Resignations –Certified:



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Sandra Schulz, Teacher, effective August 12, 2014  
Jeni Koukol, Teacher, effective September 11, 2014

## Resignations – Non-Certified:

Deb Brakeall, Paraprofessional, effective August 14, 2014  
April Hix, Paraprofessional, effective August 18, 2014  
Marsha Henne, Director's Executive Associate of Finance and Administrative Services, effective August 19, 2014  
Christine Strait, Paraprofessional, effective August 13, 2014

Motion by Shimp (115) seconded by Garcia (88), to approve the resignations.  
Motion carried by a roll call vote.

## Contracts –Certified:

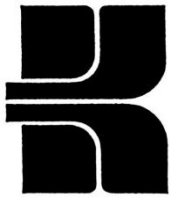
Vanessa Baier, HI Itinerant Teacher, 185 days, effective August 14, 2014, \$41,175  
Michelle Brandon, LSP Teacher, 185 days, effective August 28, 2014, \$36,8000  
Janet Flaa, Diagnostic Teacher, 185 days, effective August 28, 2014, \$47,400  
Molly Houlihan, LSP Teacher, 185 days, effective August 28, 2014, \$36,800  
Mollie Minard, Teacher, 185 days, effective August 28, 2014, \$38,050  
Jocelyn Nolan, Social Worker, 130, effective August 28, 2014, \$27,405  
Nicole Reese, D/HH Teacher, 185 days, effective August 14, 2014, \$44,800  
Derek Jones, Teacher, 185 days, effective August 14, 2014, \$36,800  
Christopher Stone, Social Worker, 166 days, effective September 8, 2014, \$37,240.44

## Contracts—Non Certified

Julia Barraza, Director's Administrative Assistant, 203 days, effective August 18, 2014, \$32,827  
Carly Rowe, Administrative Assistant, 203 days, effective August 15, 2014, \$30,234  
Lisa Seeman, Accounts Payable/Receivable Specialist, 201 days, effective August 20, 2014, \$35,925  
Jennifer Sternberg, Health Specialist, effective September 2, 2014, \$34,303  
Martha Morales, Sign Language Interpreter, 164 days, effective September 2, 2014, \$21,898.92

## Employment Offers – Non-Certified:

Rhonda Antonioli, Paraprofessional, 172.5 days, effective August 20, 2014, \$17,465  
Deborah Lueck, Paraprofessional, 174.5 days, effective August 18, 2014, \$14,422  
Megan Mozen, Paraprofessional, 175.5 days, effective August 15, 2014, \$16,058  
Jessica Wright, Paraprofessional, 163.5 days, effective September 3, 2014, \$16,554  
Mary Monroe, Paraprofessional, 164 days, effective August 29, 2014, \$15,621



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Leah Ehinger, Paraprofessional, 154 days, effective September 4 2014,  
\$14,553  
Souzannah Cikauskas, Paraprofessional, 96 days, effective August 29, 2014,  
\$7,502  
Kimberly Minkler, Paraprofessional, 175.5 days, effective August 29, 2014,  
\$17,769  
Michele Allen, Paraprofessional, 165.5 days, effective September 8, 2014,  
\$11,171.25  
Dawn Carlson, WIA Job Coach, 85 days, effective August 18, 2014, \$9,180.00  
Catherine Church, Paraprofessional, 165.5 days, effective September 8, 2014,  
\$16,756.88  
Timothy Jayne, Paraprofessional, 165.5 days, effective September 8, 2014,  
\$16,756.88  
Holly White, Paraprofessional, 159.5 days, effective September 9, 2014,  
\$16,149.38

Motion by Smith (18) seconded by Garcia (88), to approve the employment offers. Motion carried by a roll call vote.

#### Intent to Retire:

Sona Parker, Diagnostic Resource Teacher, intent to retire June 2015

Motion by Garcia (88) seconded by Shimp (115), to approve the Intent to Retire. Motion carried by a roll call vote.

#### Retirement—Request to Rescind:

Kimberly McCauley, School Psychologist, submitted letter on July 15, 2014 to rescind intent to retire at the end of 2014-2015 school year.

Motion by Minor (308) seconded by Shimp (115), to approve the request to rescind intent to retire at the end of the 2014-2015 school year. Motion carried by a roll call vote.

#### 19. Adjournment

Motion by Garcia (88) seconded by Cepela (66) to adjourn the meeting. Motion carried by a roll call vote.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary