

## OGLE COUNTY EDUCATIONAL COOPERATIVE EXECUTIVE BOARD MEETING

The Executive Board of the Ogle County Educational Cooperative met at the Administration Building in Byron on August 18, 2011 at 9:37 a.m. Mr. Taylor called the Public Hearing meeting to order. The following members answered roll call: Mr. Stott (KI), Ms. Bua (ST), Mr. Craven (RT), Dr. Mayberry (ES), Mr. Taylor (FO), Mr. Rademacher (PO), Mr. Mahoney (OR) and Mr. Zick (AFC).

Also present: Mr. Noble, and Ms. Amy Jo Clemens.

Members absent: Mr. Prusator (RE), Mr. Thake (AM), Mr. Morelan (ME) and Dr. Kokaska (CR).

Mr. Noble stated the purpose of the Public Hearing was to discuss a calendar waiver for the Rock River Challenge Program school calendar and is required by Illinois State Board of Education. The calendar waiver is for Veteran's Day, Columbus Day, Martin Luther King Day, Lincoln's Birthday and Casimir Pulaski Day. There were no comments from the public on the calendar waiver for the five holidays.

Mr. Mahoney moved, with a second by Ms. Bua to leave the Public Hearing. All were in favor of the motion. The motion was unanimously passed.

The Executive Board of the Ogle County Educational Cooperative met at the Administration Building in Byron on August 18, 2011 at 9:39 a.m. Mr. Taylor called the meeting to order. The following members answered roll call: Ms. Bua (ST), Mr. Craven (RT), Dr. Mayberry (ES), Mr. Taylor (FO), Mr. Rademacher (PO), Mr. Mahoney (OR), Mr. Zick (AFC) and Mr. Stott (KI).

Also present: Mr. Noble, and Ms. Amy Jo Clemens.

Members absent: Mr. Prusator (RE), Mr. Thake (AM), Mr. Morelan (ME) and Dr. Kokaska (CR).

Ms. Amy Jo Clemens mentioned the Superintendent's meeting will be held on September 30<sup>th</sup>.

Mr. Taylor requested a motion to approve minutes of the June 16, 2011 Executive Board Meeting. Mr. Craven motioned and Mr. Zick seconded the motion. All were in favor of the motion. The motion was unanimously passed.

Mr. Taylor requested a motion to approve the financial statement and payment of bills. Mr. Noble stated there was not anything unusual in the invoices. Mr. Craven made a motion to approve the financial statement and the payment of bills and Ms. Bua seconded the motion.

Ayes: Ms. Bua, Mr. Craven, Mr. Mahoney, Mr. Rademacher, Dr. Mayberry, Mr. Zick, Mr. Taylor and Mr. Stott.

Nays: none

The Motion passed.

Mr. Noble requested the board to approve resignations, retirement and employment. Ms. Linda Wiggs, Challenge Teacher, has submitted her retirement notice effective at the conclusion of the 2010/2011 school year. Mr. Linda Ray, Special Education Teacher, has submitted her resignation effective July 1, 2011. Ms. Karen Heller, Head of Food Services at Chana Education Center, has submitted her resignation effective at the end of the FY11 school year. Ms. Shelley Swan is being recommended for employment as a teacher at the Chana Education Center. Ms. Colleen Burns is being recommended for employment as a High School Life Skills teacher at Rochelle Township High School. Mr. Mike Papini is being recommended for employment for 100 days as a Special Education Coordinator. Mr. Terry Schuster is being recommended for a part time school psychologist position for 100 days. Ms. Brittany Nelson is being recommended for employment as a full time Speech/Language Paraprofessional who will be working in Rochelle Elementary. Ms. Nelson will be under the supervision of a certified SLP. Ms. Samantha Buss is being recommended as a School Social Worker. Ms. Buss completed her internship with the OCEC last year. Ms. Victoria Withers is being recommended as the Head of Food Services at the Chana Education Center. Ms. Mary Ann Wolter is being recommended for employment as a Paraprofessional for the Rochelle High School classroom. Ms. Pamela Taylor is being recommended for employment as a Paraprofessional for the Chana Education Center. Ms. Lisa Bright is being recommended as a Nurse/Paraprofessional for the Rochelle High School. Ms. Jeanine Holtsford is being recommended as a contractual Speech Therapy Supervisor for Ms. Nelson. The contractual service is for 6 hours per week.

Dr. Mayberry motioned to approve the Director's recommendations and Mr. Stott seconded the motion.

Ayes: Mr. Stott, Mr. Zick, Mr. Taylor, Mr. Mahoney, Mr. Craven, Mr. Rademacher, Ms. Bua, and Dr. Mayberry.

Nays: None

The motion was unanimously passed.

Mr. Noble recommended the Executive Board to approve the calendar waiver for the Rock River Challenge program for Veterans Day, Columbus Day, Martin Luther King Day, Lincoln's Birthday and Casimir Pulaski Day. The calendar waiver is good for life.

Mr. Craven motioned to approve the director's recommendations and Mr. Stott seconded the motion. All were in favor of the motion. The motion unanimously was passed.

Mr. Noble recommended the board to approve the first reading on Board Policies. The final approval of the Board Policies would be made with the next Governing Board meeting. He stated the following policies have been newly added or amended by the Illinois Association of School Boards. 5:40: General Personnel; Communicable and Chronic Infectious Disease, 5:40-AP: General Personnel; Administrative Procedure – Communicable and Chronic Infection Disease, 5:50: General Personnel; Drug and Alcohol Free Workplace, 5:100-AP: General Personnel; Administrative Procedure – Staff Development Program, 5:150: General Personnel; Personnel Records, 5:150-AP: General Personnel; Administrative procedure – Personnel Records, 5:200: Professional Personnel; Terms and Conditions of Employment and Dismissal, 5:300:

*Educational Support Personnel; Schedules and Employment Year, 6:100: Instruction; Using Animals in the Education Program, 6:100-AP: Instruction; Administrative Procedure – Dissection of Animals, 2:100-E: Instruction; Exhibit – Guidelines and Application for Using Animals in School Facilities, 6:150: Instruction; Home and Hospital Instruction, 6:250: Instruction; Community Resource Person and Volunteers, 6:250-AP: Instruction; Administrative Procedure – Securing and Screening Resource Person and Volunteers, 6:250-E: Instruction; Exhibit – Resource Person and Volunteer Information From and Waiver of Liability, 6:255: Instruction; Assemblies and Ceremonies, 7:190-AP4: Students; Administrative Procedure – Use of Isolated Time Out and Physical Restraint, 7:260: Students; Exemption from Physical Activity, 7:270-AP: Students; Administrative Procedure – Dispensing Medication, 7:280: Students; Communicable and Chronic Infectious Disease, 8:10: Community Relations; Connection with the community, 8:90: Community Relations; Parent Organizations and Booster Clubs, 8:95: Community Relations; Parent Involvement, 8:95-E1: Community Relations; Exhibit – Letter Notifying Parents/Guardians of School Visitation Rights, 8:95-E2: Community Relations; Exhibit – Verification of School Visitation, and 8:110: Community Relations; Public Suggestion and Concerns.*

Mr. Noble brought special attention to the Board Policy 6:150, Home Hospital Instruction. The HHI is to begin immediately. Board Policy 8:95 Parent Involvement. The superintendents need to be aware of any changes to this policy and Board Policy 6:100, Using Animals in the Education Program. This policy includes trained dogs and trained miniature horses.

Mr. Stott motioned to approve the Board Policies as presented by the director and Ms. Bua seconded.

All were in favor of the motion. The motion unanimously passed.

Mr. Thake entered the meeting at 9:52 am.

Mr. Noble recommended the board approve a Health Insurance Broker. At the June Board Meeting the executive board voted to release an RFP for Insurance Brokers in the area. Three companies/individuals have responded to the RFP, Miller Buettner & Parrott, Inc., Caywood Associates, and Joe Meadows. The board members received a copy of the insurance proposals prior to the board meeting to review. Mr. Noble recommended remaining with MB&P, Inc. with the following stipulations. The OCEC and MB&P, Inc. will operate on a one year contract. MB&P Inc. will notify the OCEC six months in advance of the renewal date that the OCEC has three months to inform MB&P, Inc., of OCEC's intent to remain with MB&P, Inc. for another year and MB&P, Inc. will not charge a fee for Administering the Deductible Self Funding Account for OCEC and its employees. Mr. Mahoney, Oregon Superintendent, works with Miller Buettner & Parrott, Inc. He pointed out his dislikes with MB&P, Inc. and they have been responsive. MBP is outstanding at taking care of staff and they have waived the fee and provided service for the deductible reimbursement. OCEC would need to be more assertive with MBP. Mr. Rademacher, Polo Superintendent, does not pay a fee for the deductible reimbursement. Mr. Craven, RTHS Superintendent, stated Mr. Joe Meadows is wonderful to work with. Mr. Noble stated that if an organization is under 100 lives it cannot negotiate the fees for the health insurance service. Dr. Mayberry stated he reviewed the proposals and there was no savings for a change in brokers. Discussion followed.

Dr. Mayberry made a motion to approve the Director's recommendation and remain with Miller Buettner & Parrott, Inc. with a one year agreement. MB&P, Inc. would notify OCEC 6 months in advance of the renewal date that the OCEC has three months to inform MB&P, Inc. of OCEC's intent to remain with MB&P, Inc. for the another year and MB&P, Inc. will not charge a fee for Administering the Deductible Self Funding Account for OCEC and its employees. Ms. Bua seconded the motion.

Ayes: Mr. Thake, Mr. Craven, Dr. Mayberry, Mr. Mahoney, Mr. Zick, Mr. Rademacher, Ms. Bua, Mr. Stott, and Mr. Taylor

Nays: None

The motion passed.

Mr. Noble discussed with the board members the importance of the IDEA Maintenance of Effort (MOE) report. It is an annual report to be completed by districts and compiled by the OCEC comparing FY09 and FY10. Districts are required to maintain a local effort for special education services that is equal or greater than the previous year. Each district has received their MOE report from the OCEC. Mr. Noble will help each district complete the report. Some districts had a negative balance and must give an explanation. The IDEA subgrant funds received from OCEC needs to be reported as revenue on the report along with the payments made to OCEC for its services. MOE for the state board needs to be less than the previous year or the state will not receive its money forever. It is critical to have the auditors review the MOE worksheet verifying it correlates with the district Annual Financial Report.

Mr. Noble discussed the Summer School (ESY) billing. Last fiscal year the finance committee met and discussed the ESY program. The Life Skills program includes the ESY program in its cost which means the districts that pay for students to attend the Life Skill program during the school year are also paying for the students who attended the ESY program. This past summer there were 40 students who attended the ESP program and 20 of those students do not attend the Life Skills program. The cost of the Life Skills program could be reduced by \$28,424 or \$431 per student if the ESY program was billed separate from the Life Skills Program. The board members did not vote on the ESY program. They want to consider the option of changing the billing process and discuss this topic at a later board meeting.

Mr. Noble informed the Board of the FY12 Budget changes since the approval in June of the tentative budget. A second retirement affecting the Life Skills program has taken place in which the cost of the program has been reduced by approximately \$15,000. Two teachers resigned at the Chana Education Center. With the replacement of teachers, the saving to the program is approximately \$25,000. The health insurance first renewal rates came in at 4.5% increase. OCEC anticipates a lower rate. The budget reflects a 15% increase. There will be a \$60,000 reduction in the overall budget if the renewal rate is at 4.5%. There has been an increase to the budget of \$155,000 for student residential services and \$125,000 in subgrants to the districts which is an overall budget increase of 2.3%

Mr. Noble stated in June the Board received a preliminary billing statement. An updated billing was distributed to the Board. The billing continues to be updated based on changes to the budget. The billing is less to districts than what the budget states due to deductible

reimbursement estimated on billing statement instead of actual budget cost, Inservice amount is not 100% billed to districts, and the legal expenses are not 100% billed to district.

Mr. Noble reviewed the enrollment in the OCEC programs. The Life Skills program has been increased by 3 students who moved into the area. OCEC may have to hire a nurse/paraprofessional for one of the students.

Mr. Noble stated the agenda included information/discussion on building new classroom in Rochelle. Mr. Prusator could not attend the meeting and is postponing the discussion to a future meeting when Mr. Prusator will be present.

Mr. Noble presented the Board with a schedule of inservice trainings to be held at the OCEC office in Byron. The topics vary but in most cases are in response to staff requests taken from the yearly needs assessment. Principal meetings will be held three times again this year. They will be for two hours and will focus on special education. If there is a particular inservice administrators would like for their building or district, inform OCEC of the need and request to schedule it onsite.

Mr. Noble shared information on the Special Education Director's conference that took place in July. Performance Evaluation Reform Act (PERA) was a topic Mr. Taylor discussed. A dialog committee is to be set up by December. There will be six additional meetings to cover the new law. The attorneys, Foley & Foley, could come and talk on this with principals and superintendents. The next meeting is scheduled with ISAA on September 19<sup>th</sup> at Tinely Park. Mr. Noble stated that Personnel Reimbursement can no longer be claimed for non-certified staff not working directly with students i.e. custodians and office staff. Least Restrictive Environment (LRE) data will once again be used by ISBE to determine what district will receive on sight monitoring visits. Free Appropriate Public Education (FAPE) is about providing services and supports to eligible students in order for the student to receive an appropriate education. And finally, Grant Fund expenditures and reimbursement practices have changed. The funds are spent locally and then requested for reimbursement. Monthly scheduled payments have been discontinued. Ms. Clemens noted there has been a change in TRS with Speech/Language Paraprofessionals. They are no longer considered TRS eligible but IMRF eligible. The ROE will no longer pay stipends to staff because they are TRS eligible and therefore report to TRS as creditable earnings.

Mr. Mahoney moved, with a second by Ms. Bua, to go into Executive Session to discuss the appointment, employment, discipline, performance or dismissal of personnel and pending litigation. Roll call vote:

Ayes: Mr. Craven, Ms. Bua, Mr. Zick, Dr. Mayberry, Mr. Taylor, Mr. Thake, Mr. Rademacher, Mr. Mahoney, and Mr. Stott.

Nays: None.

The motion passed and the Board went into closed session at 10:37 a.m.

Mr. Craven moved, with a second by Dr. Mayberry to leave Executive Session.

Roll call vote:

Ayes: Mr. Stott, Mr. Craven, Ms. Bua, Dr. Mayberry, Mr. Taylor, Mr. Mahoney, Mr. Thake, Mr. Zick, and Mr. Rademacher.

Nays: None.

The motion passed and the Board went out of closed session at 10:40 a.m.

During other business, Mr. Noble shared about a book, Happy Hardships, written by Mr. Bill Carr. He suggested Mr. Carr could come and talk with students. Mr. Carr writes for the local newspaper and has a teaching degree.

At 10:40 a.m. the Executive Board Meeting adjourned. Dr. Mayberry motioned to adjourn the Executive Board Meeting and Mr. Zick seconded the motion.

Vote to adjourn the meeting was unanimous.

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Lowell Taylor, President

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Tammy Moser, Recording Secretary