

# OGLE COUNTY EDUCATIONAL COOPERATIVE

## EXECUTIVE BOARD MINUTES

The Executive Board of the Ogle County Educational Cooperative met on August 21, 2008 at 9:30 a.m. The meeting was held at the Administration Building in Byron.

Mr. Taylor called the meeting to order and the following members responded to the roll call: Mr. Shepherd (AM), Mr. Zick (AFC), Dr. Mayberry (ES), Mr. Taylor (FO), Mr. Stott (KI), Mr. Bob Prusator (ME), Dr. Mattingly (OR), Mr. Rademacher (PO), Mr. Todd Prusator (RE), and Mr. Craven (RT).  
Members not present: Dr. Fostiak (BY), Dr. Kokaska (CR) and Ms. Bua (ST).  
Also present: Mr. Noble.

Mr. Taylor requested a motion to approve the minutes of the July 17, 2008 board meeting. Dr. Mattingly moved to approve the minutes of the meeting. Mr. Craven seconded the motion. All present voted in favor of the motion.

Mr. Taylor requested a motion to approve the financial statement and payment of bills. Mr. Todd Prusator moved, seconded by Mr. Bob Prusator, to approve the financial statement and payment of the bills as presented. Roll call vote:

Ayes: Mr. Craven, Dr. Mayberry, Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator, Mr. Stott, Mr. Bob Prusator, Mr. Taylor, Mr. Shepherd, Mr. Zick.

Nays: None.

The motion passed.

Mr. Noble shared information and his recommendations with the Board concerning personnel. He stated he had received letters of resignation from Pam Luken, Nurse/Paraprofessional and Alan McFalls, Paraprofessional. Mr. Noble then recommended the employment of Julie Francis as a Nurse/Paraprofessional. Dr. Mayberry moved, with a second by Mr. Stott, to accept the resignations of Pam Luken and Alan McFalls and to approve the employment of Julie Francis, as presented by the Director. Roll call vote:

Ayes: Mr. Shepherd, Mr. Craven, Dr. Mayberry, Dr. Mattingly, Mr. Zick, Mr. Rademacher, Mr. Todd Prusator, Mr. Stott, Mr. Bob Prusator and Mr. Taylor.

Nays: None.

The motion passed.

Mr. Noble presented information to the Board regarding the need to appoint an individual to approve and accept the draft audit. A Resolution was prepared that states the current acting President of the Executive Board is designated as OCEC's authorized individual to review and approve the draft copies of the audit and financial report and to sign the required authorization letter to the auditor. Dr. Mayberry moved, with a second by Mr. Rademacher, to adopt the Resolution appointing the current acting President of the Executive Board as the authorized individual to review and approve the draft copies of the audit and financial report and to sign the required authorization letter to the auditor. All present voted in favor of the motion.

Mr. Noble provided information and his recommendation to the Board concerning the Cooperative's 403(b) Plan. He stated that as suggested at the last board meeting, he had investigated the possibility of creating a 403(b) cooperative for the purpose of reducing the cost of a contract with a Third Party Administrator (TPA). Mr. Noble stated he had contacted someone from Gatekeeper regarding this possibility and provided the cost involved. Mr. Noble then recommended the OCEC contract with Gatekeeper to be its TPA for 403(b)s provided there are five other district members participating. Dr. Mattingly moved, with a second by

Dr. Mayberry, to accept the Director's recommendation in regard to contracting with Gatekeeper as a Third Party Administrator for 403(b) plans. Roll call vote:

Ayes: Mr. Rademacher, Mr. Stott, Mr. Craven, Dr. Mayberry, Mr. Todd Prusator, Mr. Shepherd, Mr. Zick, Dr. Mattingly, Mr. Taylor and Mr. Bob Prusator.

Nays: None.

The motion passed.

Dr. George Kokaska entered the meeting at 9:42 a.m.

Mr. Noble presented the Board with updated information as to the FY 09 Budget. He explained changes that had been made to the tentative budget since approved by the Board in June. Mr. Noble stated the budget will have a Public Hearing and be presented to the Governing Board on August 28th for final approval.

Mr. Noble provided the Board with information on the following new and amended board policies as developed by IASB for first reading: *2:105 Ethics and Gift Ban; 4:50 Payment Procedures; 4:80 Accounting and Audits; 4:80-AP Admin. Procedure- Checklist for Internal Controls; 4:90 Activity Funds; 4:170-AP7 Admin. Procedure- Targeted School Violence Prevention Program; 4:170-AP7,E1 Exhibit- threat Assessment Decision Tree; 4:170-AP7,E2 Exhibit- Threat Assessment Documentation; 4:170-AP7,E3 Exhibit- Targeted School Violence Prevention and Threat Assessment Education; 6:20 School Year Calendar and Day; 6:235-AP2 Admin. Procedure- Web Publishing Guidelines; 6:235-E3 Exhibit- Online Privacy Statement; 7:190-AP5 Student Handbook- Electronic Devices; 7:280-AP Admin. Procedure- Managing Students with Communicable or Infectious Diseases; 7:280-E2 Exhibit – Reporting and Exclusion Requirements for Common Communicable Diseases; 7:280-E3 Exhibit- Preventing Staphylococcal Infections for Schools.* Mr. Noble stated the policies would have a second reading for final adoption by the Governing Board in August. Mr. Craven moved, with a second by Mr. Zick, to approve a recommendation to the Governing Board that the new and amended Board Policies as presented by Director be adopted. All present voted in favor of the motion.

Mr. Noble provided the Board with an update on enrollment in OCEC programs. He stated at the current time there are 148 students attending OCEC programs. 70 students are enrolled in the Life Skills Program and 42 in the Behavior Program. The remaining students are in the Challenge Program and Communication classroom.

Mr. Noble shared information regarding FY08 staff surveys and needs assessments on OCEC services. He stated a sample of staff members from each district completed the survey; and shared the top five items mentioned.

Mr. Noble presented the Board with information on special education personnel reimbursement. He provided amounts the districts received in FY 08 and the estimated amounts to be received in FY 09 based on the reimbursement claim recently submitted to ISBE.

Dr. Mattingly moved, with a second by Mr. Stott, to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of personnel and negotiations with outside districts. Roll call vote:

Ayes: Mr. Shepherd, Mr. Zick, Dr. Kokaska, Dr. Mayberry, Mr. Taylor, Mr. Stott, Mr. Bob Prusator, Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator and Mr. Craven.

Nays: None.

The motion passed and the Board went into closed session at 9:50 a.m.

Dr. Mattingly moved, with a second by Mr. Bob Prusator, to leave Executive Session. Roll call vote:  
Ayes: Mr. Shepherd, Mr. Zick, Dr. Kokaska, Dr. Mayberry, Mr. Taylor, Mr. Stott, Mr. Bob Prusator,  
Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator and Mr. Craven.  
Nays: None.  
The motion passed.

The Board came out of closed session at 11:09 a.m. and resumed the regular meeting. Mr. Taylor stated that during closed session the board discussed the appointment, employment, compensation, discipline, performance or dismissal of personnel and negotiations with outside districts. Mr. Taylor then asked if there were any motions.

Mr. Stott moved, with a second by Mr. Todd Prusator, to reappoint Lowell Taylor as President and George Kokaska as Vice-President of the Executive Board, each for a two-year term. Roll call vote:  
Ayes: Mr. Shepherd, Mr. Zick, Dr. Kokaska, Dr. Mayberry, Mr. Taylor, Mr. Stott, Mr. Bob Prusator,  
Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator and Mr. Craven.  
Nays: None.  
The motion passed.

Mr. Stott moved to adjourn the meeting at 11:10 a.m. Mr. Zick seconded the motion. All present voted in favor of the motion and the meeting was adjourned.

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Lowell Taylor, President

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Ann Reeder, Recording Secretary