

# OGLE COUNTY EDUCATIONAL COOPERATIVE

## EXECUTIVE BOARD MINUTES

The Executive Board of the Ogle County Educational Cooperative met on July 17, 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. Zick (AFC), Dr. Fostiak (BY), Dr. Kokaska (CR), Mr. Taylor (FO), Mr. Stott (KI), Dr. Mattingly (OR), Mr. Rademacher (PO), Mr. Todd Prusator (RE), Mr. Craven (RT), and Ms. Bua (ST).  
Members not present: Mr. Shepherd (AM), Dr. Mayberry (ES), Mr. Bob Prusator (ME).  
Also present: Mr. Noble.

Mr. Taylor requested a motion to approve the minutes of the June 19, 2008 board meeting. Dr. Mattingly moved to approve the minutes of the meeting. Mr. Stott seconded the motion. Roll call vote:  
Ayes: Mr. Zick, Mr. Stott, Mr. Rademacher, Mr. Taylor, Mr. Craven, Mr. Todd Prusator, Dr. Mattingly, Dr. Kokaska, Dr. Fostiak and Ms. Bua.  
Nays: None.  
The motion passed.

Mr. Taylor requested a motion to approve the financial statement and payment of bills. Mr. Rademacher moved, seconded by Dr. Fostiak, to approve the financial statement and payment of the bills as presented. Roll call vote:  
Ayes: Mr. Craven, Dr. Fostiak, Mr. Zick, Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator, Mr. Stott, Dr. Kokaska, Ms. Bua and Mr. Taylor.  
Nays: None.  
The motion passed.

Mr. Noble shared information and his recommendations with the Board concerning personnel. He recommended the employment of the following new staff for the 2008-09 school year: Julia Preston, School Psychologist and Jodie Whitlock, part-time Secretary. He also recommended employing Catherine Pearce, School Social Worker, to work two days per week for the Hiawatha School District. All related costs would be billed to the Hiawatha School District. Dr. Mattingly moved, with a second by Mr. Craven, to approve the employment of Julia Preston, Jodie Whitlock and Catherine Pearce, as presented by the Director. Roll call vote:  
Ayes: Mr. Craven, Dr. Fostiak, Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator, Mr. Stott, Dr. Kokaska, Mr. Zick, Ms. Bua and Mr. Taylor.  
Nays: None.  
The motion passed.

Mr. Bob Prusator entered the meeting at 9:40 a.m.

Mr. Noble presented the Board with information regarding approval of Special Education Policies and Procedures for the OCEC and member districts. He stated that with the State of Illinois adopting its special education rules and regulations last summer the policies and procedures were next to be updated and adopted. Mr. Noble stated this would be a first reading of the policies and procedures and that they would have a second reading and final adoption by the Governing Board in August. Once OCEC adopts the policies and procedures, it does so for all districts and therefore each district does not have to do an individual adoption. Each Superintendent received a copy of the document to keep in the district office. Mr. Greg Stott moved to approve a recommendation to the Governing Board that the Special Education Policies

and Procedures as presented by the Director be adopted. Mr. Rademacher seconded the motion. All present voted in favor of the motion.

Mr. Noble provided the Board with information on the following new and amended board policies as developed by IASB for first reading: 2:220-E2 Exhibit – *Motion to Adjourn to Closed Meeting*; 2:220-E3 Exhibit – *Closed Meeting Minutes*; 2:220-E4 Exhibit – *Open Meeting Minutes*; 2:220-E5 Exhibit – *Semi-Annual Review of Closed Meeting Minutes*; 2:220-E6 Exhibit – *Log of Closed Meeting Minutes*; 4:150 *Facility Management and Building Programs*; 4:170-E8 Exhibit – *Informing parents About Offender Community Notification Laws*; 5:190 *Teacher Qualifications*; 5:190-AP Admin. Procedure – *Plan to Ensure that all Teachers Who Teach Core Academic Subjects are highly Qualified*; 5:190-E2 Exhibit – *Notice to Parents When their Child is Assigned to or has been Taught for at Least Four Straight Weeks by a Teacher Who Is Not Highly Qualified*; 5:190-E3 Exhibit – *Letter to Teacher Who Is Not Highly Qualified*; 6:50 *School Wellness*; 6:210 *Instructional Materials*; 6:240 *Field Trips*; 6:240-AP Admin. Procedure – *Field Trip Guidelines*; 7:10 *Equal Educational Opportunities*; 7:15 *Student and Family Privacy Rights*; 7:100 *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*; 7:190 *Student Discipline*; 7:250-AP1 Admin. Procedure – *Measures to Control the Spread of Head Lice at School*; 7:280-E1 Exhibit – *Placement of Students with AIDS*; 7:330 *Student Use of Buildings – Equal Access*; 7:330-E Exhibit – *Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings*; 8:25 *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*; 8:25-AP Admin. Procedure – *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*; 8:30 *Visitors to and Conduct on School Property*; 8:30-AP Admin. Procedure – *Definition of Child Sex Offender*. The following two policies were deleted: 7:330-AP Adm. Procedure-*Student Use of Buildings and Equal Access*; and 8:40 *Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events*. Mr. Noble stated the policies would have a second reading for final adoption by the Governing Board in August. Mr. Todd Prusator moved, with a second by Mr. Stott, to approve a recommendation to the Governing Board that the new and amended Board Policies as presented by Director be adopted and that policies 7:330-AP and 8:40 be deleted. All present voted in favor of the motion.

Mr. Noble shared information and his recommendation for the reappointment of School Treasurer for a two-year term and approval of the School Treasurer's Bond. Mr. Noble stated Don Fuller is currently the OCEC's Treasurer and has agreed to fill this role again for a two-year term. Mr. Noble provided a copy of the School Treasurer's Bond in the amount of \$1,000,000 through Travelers Casualty and Surety Co. for the period of June 30, 2008 to June 30, 2009. Mr. Todd Prusator moved, with a second by Dr. Fostiak, to approve the School Treasurer's Bond and reappoint Don Fuller as School Treasurer for a two-year term.

Roll call vote:

Ayes: Dr. Kokaska, Mr. Craven, Mr. Stott, Mr. Zick, Mr. Rademacher, Mr. Bob Prusator, Mr. Todd Prusator, Dr. Fostiak, Ms. Bua, Dr. Mattingly and Mr. Taylor.

Nays: None.

The motion passed.

Mr. Noble provided the Board with an updated report on ISBE Indicators 12, 13, 14 and 20. He stated that on behalf of the districts, he has filed Indicators 12 and 13 through each district's IIRC. The OCEC will be hosting an inservice for high school staff on transition planning and the appropriate way to tie an IEP goal to a transition plan per Indicator 13. Mr. Noble suggested that each High School appoint an individual to review the IEPs of students 16 and older to make sure the appropriate transition paperwork is in order prior to sending to the OCEC office. The OCEC is continuing to work on Indicator 14 regarding the survey of graduates.

Mr. Noble presented the Board with a FY 08 Medicaid Fund Report. The report gave the total Medicaid

reimbursement received by each of the districts in FY 07 and FY 08. Mr. Noble stated he has been in contact with Hawthorn & Associates regarding the process for getting the three Lee County Districts included as part of the Cooperative. Each district was given a compliance report with details as to number of service entries made by their staff regarding fee-for-service reimbursement.

Mr. Noble presented the Board with information and a copy of the final budget report for FY 08. He stated the education fund resulted in less funds spent than were budgeted.

Mr. Noble shared information concerning the establishment of a workload plan for all certified special education staff including psychologists, social workers, etc. Each district including the OCEC will need to have a plan in place for the 2009-2010 school year. Mr. Noble provided a copy of a sample template districts may use to develop their work plan. He stated he would be providing additional information on this subject after attending the Director's conference. Discussion followed.

Mr. Noble initiated discussion regarding the new compliance regulations concerning 403(b) programs that will take effect January 1, 2009. Discussion followed. Dr. Fostiak stated she would provide the names of three vendors currently being considered as a third party administrator. It was suggested that it may be beneficial to the districts to approach this matter as a Cooperative rather than individually. Mr. Noble stated he would continue to gather information for further discussion at next month's meeting.

Mr. Noble provided information and assignments of Psychologists and Social Workers for the FY 09 school year for each of the districts.

Mr. Noble shared information with the Board as to closed session minutes of January through June, 2008 and also on the destruction of audio recordings of January through December, 2006. Dr. Mattingly moved, with a second by Dr. Fostiak, to keep the closed session minutes of January-June, 2008 confidential and to approve destruction of the audio recordings of January-December, 2006. Roll call vote:

Ayes: Mr. Zick, Dr. Fostiak, Dr. Kokaska, Mr. Taylor, Mr. Stott, Mr. Bob Prusator, Dr. Mattingly, Mr. Rademacher, Mr. Todd Prusator, Mr. Craven and Ms. Bua.

Nays: None.

The motion passed.

In other business, Mr. Noble provided information regarding the possibility of the Hiawatha School District joining the Cooperative for the 2009-2010 school year. He stated he has received an official letter of inquiry from Ms. Christine Demory, Superintendent. It was suggested that Mr. Noble send a questionnaire to the Hiawatha District requesting similar information as asked from the three Lee County districts prior to joining the Cooperative. Mr. Taylor requested a meeting with several of the Superintendents in August to discuss the potential impact of EAV in the OCEC's billing formula.

Dr. Mattingly moved to adjourn the meeting at 10:21 a.m. Mr. Todd Prusator seconded the motion and the meeting was adjourned.

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Lowell Taylor, President

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Ann Reeder, Recording Secretary