

## OGLE COUNTY EDUCATIONAL COOPERATIVE EXECUTIVE BOARD MEETING

The Executive Board of the Ogle County Educational Cooperative met at the Administration Building in Byron on October 20, 2011 at 9:30 a.m. Mr. Taylor called the meeting to order. The following members answered roll call: Mr. Prusator (RE), Mr. Craven (RT), Mr. Thake (AM), Ms. Bua (ST), Dr. Morelan (ME), Dr. Kokaska (CR), Mr. Mahoney (OR), Dr. Mayberry (ES), Mr. Rademacher (PO) Mr. Taylor (FO) and Mr. Stott (KI).  
Also present: Mr. Noble and Jennifer Kitzmiller  
Members absent: Mr. Zick (AFC).

Ms. Amy Jo Clemens entered the meeting at 9:40 a.m.

Mr. Noble introduced Ms. Jennifer Kitzmiller who is a Life Skill teacher at Oregon Elementary. Ms. Kitzmiller presented information on the Unique Learning Curriculum that has been in place for the past two years. All the life skill classrooms utilize the Unique Learning curriculum and the transition curriculum which is for 18-22 year olds. The curriculum is on-line based and consists of 3 year topics. Material is pre-made and age appropriate. Each month's curriculum consists of 29 different lesson plans including math, English, reading & science. There are three different levels for the students. The same lesson plan can be used for all three levels. The reports in the systems are very helpful to the teachers, parents and the IEP process in determining the progress and goals of the students. Ms. Kitzmiller showed the superintendents the iPad applications that are being used with the students in her classroom. There are videos on topics such as politeness and ABC, spelling, & Social Skills applications. The cost of the iPad with applications is about \$800. The dynavox system cost is about \$7,000 which was the system used in the past. The iPads are used as a classroom learning tool and do not go home with the students.

Ms. Kitzmiller left the meeting at 9:57 a.m.

Mr. Noble informed the districts of an inservice being held on Monday, October 24<sup>th</sup> at OCEC. Ms. Jill Gierach will have a presentation on technology for students with learning disabilities. The inservice is split into two sections with the morning covering secondary students and the afternoon covering elementary students.

Ms. Amy Jo Clemens reported that the next superintendent meeting is scheduled for Tuesday, October 25<sup>th</sup>. Senate Bill 315 and Senate Bill 7 will be discussed. OCEC distributed a checklist provided by the Regional Office of Education of ILCS required Forms for FY12 needed from the districts.

Mr. Taylor requested a motion to approve minutes of the September 15, 2011 Executive Board Meeting. Mr. Stott motioned and Dr. Mayberry 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 were expenses in this month's bills for van repairs with exhaust system replacement and repairs of a fuel pump.

Mr. Craven made a motion to approve the financial statement and the payment of bills and Ms. Bua seconded the motion.

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

Nays: none

The motion passed.

Mr. Noble requested the board to approve resignations and employments for OCEC staff. OCEC has received resignations from Ms. Lisa Bright, Nurse/Paraprofessional at RTHS and Ms. Rhonda Russell, secretary at Chana Educaiton Center. Mr. Noble requested approval to hire Ms. Stephanie Carr, Nurse/Paraprofessional, to replace the resigned position at RTHS. Ms. Lisa Miller, Paraprofessional, at RTHS is being recommended for employment. This position is for a new student who entered the Life Skill Program at Oregon Elementary. A current OCEC aide transferred from RTHS to Oregon Elementary. Ms. Sandra Murray, Paraprofessional, is being recommended for employment. Ms. Murray will be working with a student from Focus House at RTHS in the Life Skill classroom. This position will not be added to the cost of the Life Skill Program but tracked and billed separately. This will be an Orphanage claim.

Mr. Craven made a motion to approve the director's recommendations with a second by Ms. Bua.

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

Nays: None

The motion passed.

Mr. Noble recommended the board to approve the construction of a safe room in the SOAR classroom at Rochelle Township High School. Students in the room are in need on an area where they can go to get a break and/or calm down after being over stimulated. The cost of the construction will be approximately \$1,000. Mr. Craven motioned to approve the director's recommendation to construct a safe room at RTHS and Dr. Mayberry seconded the motion.

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

Nays: None

The motion passed.

Mr. Noble recommended the board to approve a change in its IMRF agent. In the past, Ms. Tammy Moser was the IMRF agent. We now need to change it to Ms. Dana Cox, who is the Bookkeeper at OCEC.

Ms. Bua motioned to approve the director's recommendation and it was seconded by Mr. Stott. All were in favor of the motion. The motion passed.

Mr. Noble shared information on risk management. Each year the OCEC provides cooperating districts with information on the amount of IMRF, FICA, Medicare and Risk Management expenses that could be passed onto each district's tax levy. Calculations have been completed on the FY12 amounts based on the September billing. The figures are calculated using each district's percentage of the total cost of the billing. The same percentage is then multiplied by the total IMRF, FICA, and Medicaid costs the OCEC incurs for the fiscal year. The risk management portion of the report is figured after each eligible staff member completes a survey on their job responsibilities in relation to risk management. The staff is asked to review their job descriptions to assist them in making their determination of risk management time. This is only information and districts can decide if they will use this information.

Mr. Noble shared information on the first quarter Medicaid services and billing. For Medicaid Outreach it is very important for staff to complete the moment in time for it affects each district's funding. The Medicaid billing needs to be completed each quarter. Mr. Steve Koruna is available in helping districts. Transportation services can be claimed on students as long as transportation is on the IEP. Districts may also bill for school health aide services on students such as assistance with food, nutrition and diet activities, bowel & bladder care, redirection & intervention for behavior and transferring & ambulating services. A spreadsheet was distributed to district's providing their FY11 revenue for Medicaid Outreach and Medicaid Fee-for-Service. The Cooperative's Medicaid revenue is used on staff salaries and/or services to offset the district's billing to OCEC.

Mr. Noble shared information on the first quarter Financial Report. OCEC has not received its first quarter Personnel payments of \$148,000 or its first quarter Transportation of \$36,000 for FY12. The Room & Board expenses are slightly above the budgeted amount due to OCEC paying up front for the expenses then receiving the funds the following month. The remaining line items in the budget are in the appropriate range for the first quarter.

Mr. Noble shared information on the required Timely and Meaningful Consultation meetings with Private/Parochial and Home school parents. The meetings have been completed. This year, parents of home schooled students attended the meetings. The Timely and Meaningful Consultation meetings are to discuss with parents what, in any, services can be provided with IDEA proportionate share dollars. This year is approximately \$16,000 of proportionate share funds from IDEA. At this time, services are provided for hearing impaired students and speech students. Mr. Noble will submit the required information to the state.

The Executive Board did not go into Closed Session.

Mr. Noble recommended the executive minutes of July through December 2010 to remain closed and to destroy the audio tapes of January through December 2009.

Ms. Bua moved, with a second by Mr. Stott to keep the executive minutes of July through December 2010 closed and destroy the audio tapes of January through December 2009.

Roll call vote:

Ayes: Dr. Morelan, Ms. Bua, Dr. Kokaska, Dr. Mayberry, Mr. Taylor, Mr. Thake, Mr. Carven, Mr. Rademacher, Mr. Mahoney, Mr. Stott and Mr. Prusator.

Nays: None

The motion passed.

During other business, Mr. Noble is requesting feedback from the superintendents and principals on the three new coordinators who are in their buildings. The board meeting scheduled for Tuesday, November 15<sup>th</sup> has been changed to Wednesday, November 16<sup>th</sup>.

At 10:24 a.m. the Executive Board Meeting adjourned. Mr. Craven motioned to adjourn the Executive Board Meeting and Ms. Bua 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