

**MINUTES OF THE SWCCCASE
BOARD OF DIRECTOR'S MEETING
DECEMBER 9, 2009**

- CALL TO ORDER** A regular meeting of the Board of Directors of the Southwest Cook County Cooperative Association for Special Education was called to order at 9:05 am on Tuesday, December 9, 2009, by Dr. Margaret Longo, who presided as Chairman. The meeting was held in the Learning Links Rooms of Southwest Cooperative in Oak Forest, Illinois.
- ROLL CALL** On roll call, the following members were found to be present: Ms. Irene Yuska (230), Mr. Allen Jebens (145), Mr. Bill Kendall (228), Dr. Sandra Doebert (210), Dr. Joseph Dubec (118), Dr. Margaret Longo (142), Dr. Ronald Wynn (159), Dr. Tim Ricker (113a) arrived at 9:08 am. Absent: Dr. Kenneth Sorrick (117), Dr. Marion Hoyda (146), and Dr. Earline Scott (160). Also present: Dr. Gineen O'Neil, Executive Director, Ms. Christina Sepiol, Assistant Director, and Mr. Tage Shumway, Business Manager.
- RECOGNITION OF THE PUBLIC** Mary Jean Fahey Coordinator of Buildings & Grounds for SWCCCASE was present for recognition of retiring. Chris Zogati was also present. Ms. Zogati is a graduate student shadowing Dr. Doebert (210) during her internship.
- CONSENT AGENDA ITEMS** *Motion was made by Dr. Doebert, seconded by Dr. Wynn, that upon the recommendation of the Executive Director, the following items be considered under a consent agenda, unless otherwise requested by the Board: Approval of Minutes of November 10, 2009 Board of Directors Meeting and Closed Session, Approval of Invoices and Payroll, Personnel Items, request for additional staff, classification for closed session minutes, and the IMRF resolution. On roll call, the following voted aye: Doebert, Dubec, Yuska, Jebens, Kendall, Longo, Ricker, and Wynn. Nays, none, whereupon the Chairman declared the motion carried.*
- CLOSED SESSION** *Motion was made by Mr. Jebens, seconded by Dr. Dubec, that the Board move to closed session at 9:13 a.m. for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative or legal counsel for the Cooperative, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Cooperative to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057 and the purchase or lease of real property for the use of the Cooperative, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5). On roll call, the following voted aye: Doebert, Dubec, Yuska, Jebens, Kendall, Longo, Ricker, and Wynn. Nays, none, whereupon the Chairman declared the motion carried.*

"Opening the world through education to children and young adults with diverse abilities"

- OPEN SESSION *Motion was made by Dr. Dubec, seconded by Mr. Jebens that the Board members return to open session at 9:25 p.m. On voice vote the motion carried.*
- REPORT OF THE BUSINESS MANAGER Mr. Shumway presented the monthly Statement of Position, showing an ending balance of \$9,635,697.20 as of November 30, 2009. He also commented on revenue and expense summaries for the month.
- IMRF COMPLIANCE REVIEW Mr. Shumway reported that the Cooperative participated in a voluntary Employer Compliance Review with our local IMRF Representative, Paul Parise. He stated there were no exceptions found and all of the IMRF records were properly filed and completed for the period examined. Mr. Shumway stated that during the compliance review it was discovered that SWCCCASE did not have a resolution for Internal Revenue Code Section 125 Cafeteria Plan deferrals as IMRF earnings, although this has been practiced. The Board will be asked to take action on this resolution.
- REPORT OF THE ASSISTANT DIRECTOR FREEDOM OF INFORMATION ACT Ms. Sepiol reported that on January 1, 2010 the amendments to the Freedom of Information Act will be effective. She attended a meeting in Crystal Lake and noted the 8 key changes that will take effect. She stated when school is closed someone needs to open the mail and process FOIA requests accordingly. The timeline for FOIA responses has been changed from 7 business days to 5 business days. Ms. Sepiol also reported each district needs to appoint a FOIA officer who will need to undergo training and complete an online test. She also provided the Board with a copy of a CD including pertinent documents from the Attorney General's office. The Board questioned what is supposed to be in the personnel file. Ms. Sepiol will provide an email to the Superintendents with what content should be in the file.
- DIRECTOR'S REPORT FY11 SWCCCASE SERVICES/ PROGRAM PARTICIPATION Dr. O'Neil sent the Superintendents the projection form for services and programs provided by SWCCCASE for FY11. She shared sections of the Articles of Joint Agreement regarding the process for requesting changes in the way districts utilize Cooperative programs and services. Several districts have discussed the desire to provide certain services and programs in their districts. Dr. O'Neil stated that any significant changes have to be approved by the Board in the March meeting. The Director encouraged districts to contact her regarding any significant changes.
- ARTICLES OF JOINT AGREEMENT Dr. O'Neil informed the Board it is required to amend its Articles of Joint Agreement to address the following issues (PA 96-0783 and PA 96 0769). On December 7, 2009 a sub-committee of the Board of Directors and the SWCCCASE Administration met with Mr. Alan Sraga, attorney, to discuss proposed changes to the Articles of Joint Agreement. The Board shared they would like more information about the previous withdrawal agreement of Districts 135, 140, and

144.

MEDICAID ADMINISTRATIVE CLAIMING Dr. O'Neil stated the HFS is in the process of revising their intergovernmental agreement with all LEA's. The assessment of 4% for "fee for service" claims will be eliminated. Amendments to district agreements will be sent to implement the change. The amendment will not require Board approval.

FY11 SCHOOL DISTRICT CALENDARS Dr. O'Neil reported that SWCCCASE staff members work in all eleven districts and follow different calendars and schedules. She stated that the Cooperative piloted individual orientations and staff recognition ceremonies this year. In an effort to allow all Cooperative staff to meet together once annually, the SWCCCASE Administration asked the Board to consider one common SIP day in FY11 or to allow for one common early release day. The Board indicated it would be difficult to organize and schedule one common day for the FY11 school year, but may consider this request for FY12.

APPROVE THE CONSENT AGENDA *Motion was made by Mr. Jebens, seconded by Dr. Dubec, that the following items be approved under the consent agenda:*

APPROVAL OF MINUTES Minutes of the November 10, 2009 the regular meeting of the Board of Directors, as well as the closed session minutes of the same date.

APPROVAL OF INVOICES AND PAYROLL The December 2009 invoices in the amount of \$463,246.32, the November 2009 payroll in the amount of \$1,106,216.42 and the estimated December 2009 payroll in the amount of \$1,200,000.00.

APPROVAL OF EDUCATIONAL SUPPORT PERSONNEL

Name	Position	Program	Start Date	Step/Col.	Annual Salary	Assignment/Notes
Stanley Osinski	Coordinator of Buildings & Grounds	Admin. Center	01/1/10	n/a	\$50,000. Prorated to \$25,000. for 130 days	Replacement for Mary Jean Fahey

CONTRACTUAL SERVICE PROVIDERS

Service Provider	Position	Period of Service	Rate of Pay
Christopher Sellers	Custodian	7/1/09-6/30/09	\$9 per hour, not more than 20 hours per week

RESIGNATION

Name	Position	Program	Effective	Comment
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OF
EDUCATIONAL
SUPPORT
PERSONNEL

Brisa Martinez	Paraeducator	CD Program	10/30/09	Family Obligations
Kasie Able	Paraeducator	DHH Elem.	1/1/10	Accepted another position

ESP STAFF
INTENT TO
RETIRE

Intent to retire from Emma Dabney, Billing Clerk/Sub Coordinator at the end of the 2011-12 school year.

OTHER
ACTION
ITEMS –
CLASSIFICATION
OF CLOSED
SESSION
MINUTES

As required by law, the Board reviewed closed session minutes to determine whether they should remain confidential or made available to the public. At this time the Board determined that the closed session minutes from June 2009 through November 2009, as well as those previously classified as confidential should remain closed to the public. In addition, per the Open Meetings Act, the Board approved destruction of all verbatim recordings prior to June 2008.

APPROVAL
OF ADDITIONAL
STAFF

Approve 1.5 FTE Occupational Therapist based on the increase of enrollment.

IMRF
RESOLUTION

Approve the resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings.

CONSENT
VOTE

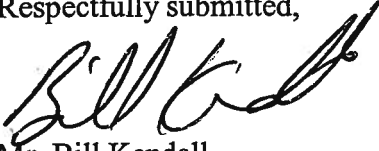
On roll call, the following voted aye: Doebert, Dubec, Yuska, Jebens, Kendall, Longo, Ricker, and Wynn. Nays, none, whereupon the Chairman declared the motion carried.

BOARD
REPORTS

Dr. Longo congratulated Dr. O'Neil and her Transition staff on the Ribbon Cutting Ceremony. She commented on what a wonderful opportunity it was to meet the Delegates of Orland Park. There were over 100 people that attended the Ribbon Cutting Ceremony. The staff seemed very excited. Dr. O'Neil stated there has been a partnership started with Walgreen's. A number of the Walgreen staff attended the ceremony. The Orland Park Chamber of Commerce is very supportive of the Transition Program. The program has a wonderful boutique that has garments for the students to wear to attend interviews. Several other local Cooperative administrators also attended. Silver Lakes Country Club offered their facility for use by students at no cost. Dr. Longo informed the Board there is an IASA Breakfast being held on January 14, 2010. She also informed the Board there is a Legislative Breakfast on January 22, 2010 at the Midlothian Country Club.

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Respectfully submitted,



Mr. Bill Kendall
Secretary Protem