

**MINUTES OF THE SWCCCASE
BOARD OF DIRECTOR'S MEETING
JANUARY 13, 2010**

- 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 12:05 pm on Wednesday, January 13, 2010, by Dr. Margaret Longo, who presided as Chairman. The meeting was held at the Transition Building in Orland Park, Illinois.
- ROLL CALL** On roll call, the following members were found to be present: Dr. Gay (230), Mr. Allen Jebens (145), Dr. Marion Hoyda (146), Dr. Earline Scott (160), Mr. Bill Kendall (228), Ms. Christy Flores (210), Dr. Joseph Dubec (118), Dr. Margaret Longo (142), Dr. Kenneth Sorrick (117) arrived at 12:15 pm, Dr. Tim Ricker (113a) arrived at 12:20 pm. Absent: Dr. Ronald Wynn (159). Also present: Dr. Gineen O'Neil, Executive Director, Ms. Christina Sepiol, Assistant Director, and Mr. Tage Shumway, Business Manager.
- RECOGNITION OF THE PUBLIC** Mr. Alan Sraga attorney for SWCCCASE was present for the discussion of the Articles of Joint Agreement.
- CONSENT AGENDA ITEMS** *Motion was made by Mr. Jebens, seconded by Ms. Flores 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 December 9, 2009 Board of Directors Meeting and Closed Session, Approval of Invoices and Payroll, Personnel Items, FOIA Officer. On roll call, the following voted aye: Flores, Dubec, Gay, Hoyda, Jebens, Kendall, Longo, and Scott. Nays, none, whereupon the Chairman declared the motion carried.*
- CLOSED SESSION** *Motion was made by Dr. Dubec, seconded by Dr. Gay, that the Board move to closed session at 12:15 p.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), also collective negotiating between the Cooperative and its employees or their representatives, or deliberations concerning salary schedules for the one or more classes of employees. 5 ILC 120/2 (c)(2).
On roll call, the following voted aye: Flores, Dubec, Gay, Hoyda, Jebens, Kendall, Longo, Ricker, Scott, and Sorrick. 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. Hoyda, seconded by Dr. Gay that the Board members return to open session at 12:43 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 \$10,437,031.16 as of December 31, 2009. He also commented on revenue and expense summaries for the month.
- FY11 BUDGET CALENDAR Mr. Shumway reported that the SWCCCASE Finance Committee is scheduled to meet before the March 10th Board meeting in regards to the FY11 budget. He provided the Board with the FY11 budget development timeline and Finance Committee schedule.
- REPORT OF THE ASSISTANT DIRECTOR CONTINUOUS IMPROVEMENT PLAN Ms. Sepiol reported that the Continuous Improvement Plan (“CIP”) will be ending its three year cycle at the end of this school year. The Program Supervisors will soon develop an outline of the next cycle. This would also include the involvement of outside resources for the purpose of giving input. Ms. Sepiol anticipates presenting the finalized outline to the Board during the late Spring/early Summer of 2010. Ms. Sepiol also mentioned that any Board Members are welcome to participate or give input into this process.
- FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT The Attorney General’s Office has appointed Cara Smith as the Public Access Counselor. She can be contacted via email at publicaccess@atg.state.il.us. Ms. Sepiol discussed the online training for the FOIA Officers will be available starting January 15, 2010. The training must be completed by June 30, 2010 then annually thereafter. Any new officer’s must complete the training within 30 days of their designation. Effective January 1, 2010, all public bodies must designate employees, officers, or members to complete the training on compliance with the Open Meetings Act. The Open Meetings Act designee must complete an online training that will be available February 1, 2010. This training must also be completed by June 30, 2010 and annually thereafter. Within 30 days of the designation of the Officer, the training must be completed.
- FY11 SWCCCASE SERVICES PROGRAM PARTICIPATION SWCCCASE sent Superintendents the projection form for services and programs provided by SWCCCASE for FY11. The Articles of Joint Agreement (AJA) indicate that “all districts are expected to provide programs locally whenever possible.” Dr. O’Neil shared sections of the Articles of Joint Agreement regarding the process for requesting changes in the way districts utilize Cooperative programs and services. Some 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.
- APPROVE THE CONSENT AGENDA *Motion was made by Dr. Ricker, seconded by Dr. Hoyda, that the following items be approved under the consent agenda:*

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APPROVAL OF MINUTES Minutes of the December 9, 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 January 2010 invoices in the amount of \$325,570.24, the December 2009 payroll in the amount of \$1,116,573.95 and the estimated January 2010 payroll in the amount of \$1,117,000.00.

APPROVAL OF EDUCATIONAL SUPPORT PERSONNEL

Name	Position	Program	Start Date	Step/Col.	Annual Salary	Assignment/Notes
Colleen Dravenack	Paraeducator	Destiny Elementary	01/4/10	1/5	\$17,063. Prorated to \$9,709.88 for 103 days	Arbor Park/ New Position
Christine Hanley	Paraeducator	Destiny Elementary	1/4/10	1/5	\$17,063. Prorated to \$9,238.53 for 98 days	Kerkstra/ Replacement for Amy Savoie
Amber Zipsie	Paraeducator	Destiny Elementary	1/4/10	1/5	\$17,063. Prorated to \$9,427.07 for 100 days	Sykuta/ New Position

CONTRACTUAL SERVICE PROVIDERS

Service Provider	Position	Period of Service	Rate of Pay
Marcus Chavers	Van Driver	11/19/09-6/30/10	\$11.00 per hour
Gary Klinckman	Van Driver	8/17/09-6/1/10	\$11.50 per hour
Ray Richardson	Van Driver	8/17/09-6/1/10	\$12.00 per hour

RESIGNATION OF ESP

Name	Position	Program	Effective	Comment
Jenna Lucio	Paraeducator	Destiny Program	12/11/09	Accepted another position

CHANGE OF EMPLOYMENT OF PROFESSIONAL STAFF

Name	Position	Program	Effective Date	Change	Assignment/Notes
Peggy Jasien	OT/r	OT/PT	12/2/09 – End of School Year	Change to 2.5 days to 3 days	Due to an increase in enrollment
Danielle Koschik	Teacher	DHH	1/4/10 – End of School Year	Change from 64% to Full Time	Due to an increase in enrollment

CHANGE OF EMPLOYMENT OF ESP

Name	Position	Program	Effective Date	Change	Assignment/Notes
Laura Litterst	Interpreter	DHH	1/4/10-End of School Year	Change to Full time from 50%	Due to an increase in enrollment

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EMPLOYMENT
OF
PROFESSIONAL
STAFF

Name	Position	Program	Start Date	Step/Col.	Annual Salary	Assignment/Notes
Gina Galante	Teacher	Braun	1/12/10	1/1	\$39,372, prorated to \$19,576.80 for 90 days	Braun PE Teacher/replaces Kelly Norge

REQUEST
FOR LEAVE
OF ABSENCE

Name	Position	Type of Leave	Effective Date	Comment
Kristie Olmetti	Paraeducator	FMLA	3/2/10-5/28/10	Paid and Unpaid
Elizabeth David	Teacher	FMLA	3/17/10-5/28/10	Paid

CERTIFIED
STAFF INTENT
TO RETIRE

Intent to retire from Paulette Sowonik, Braun Assistant Principal at the end of the 2011-12 school year.

OTHER
ACTION
ITEMS –
ARTICLES OF
JOINT
AGREEMENT

Mr. Sraga, attorney, joined the Board to discuss updating and changing the Articles of Joint Agreement. The Board is required to amend its Articles of Joint Agreement to address the following issues (PA 96-0783 and PA 96 0769). The Board shared they would like more definitive language if a District would wish to withdraw. It was agreed the language would be amended and brought back to the Board for discussion.

FOIA OFFICER

Appoint Ms. Christina Sepiol as the SWCCCASE FOIA Officer in accordance with the Illinois Freedom of Information Act.

CONSENT
VOTE

On roll call, the following voted aye: Flores, Dubec, Gay, Jebens, Kendall, Longo, Ricker, Scott, and Sorrick. Nays, none, whereupon the Chairman declared the motion carried.

BOARD
REPORTS

Dr. Longo reported the ROE met with West Cook legislation outlining house services. She also discussed the hearing for Dr. Flowers was cancelled. She stated there is a legislation meeting on January 22nd. She urged Board members to call Bob Rita. Dr. O'Neil discussed what can be included in an employee's file. She would send a copy of an IASB brochure to the Board members including information on what can be included in their personnel file.

ADJOURNMENT

There being no further business, *motion was made by Dr. Gay, seconded by Ms. Flores that the meeting adjourn at 1:40 p.m. On voice vote, the motion carried.*

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Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dr. Earline Scott".

Dr. Earline Scott
Secretary