

**LINCOLN-WAY AREA SPECIAL EDUCATION  
Joint Agreement District 843**

**MINUTES**

**Regular Meeting, June 25, 2019**

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, IL 60423, at 7:01 p.m. on the 25<sup>th</sup> day of June, 2019.

**A. ROUTINE MATTERS**

*Roll Call*

Present: Jim Martin (District #161), Peter Wilkes (District #210), Terry Doyle (District #114)

Absent: Anna Briscoe (District #159), Edie Adamski (District #157c)

Staff Present: Sarah Rexroad, Director  
Kristin Hopkins, Administrative Assistant

Visitors Present: Judy Boyens, Supervisor  
Marie Goulet, Principal  
Crystal Drew, Supervisor  
Emily Leitschuh, Teacher  
Dawn Roiland, Teacher  
Mike Everett

Appointed Secretary Pro-Tem

**Jim Martin appointed Peter Wilkes as Secretary Pro-Tem**

**B. PUBLIC COMMENT**

**C. CONSENT AGENDA**

***Acting on the recommendation of the Director, Terry Doyle moved, seconded by Jim Martin for the Governing Board to ratify the Consent Agenda as follows:***

1. Approval of the May 28, 2019, Regular and Closed Session Minutes
2. Approval of Financial Statement
3. Approval of Current Payables
4. Approval of Personnel Items

***Voting Aye: Doyle, Martin, Wilkes***

***Motion carried: 3 Aye, 0 Nay***

**D. REPORTS**

1. Administrative Reports
  - a. Transportation- Crystal Drew  
Mrs. Drew stated that ESY has been going very well. Mrs. Drew mentioned that staff is currently sending out emails to the districts advising that they can begin registering their students. On July 22<sup>nd</sup> routing will begin, and Mrs. Drew is expecting to have routing complete by the first week of August.
  - b. Mackay Center- Marie Goulet  
Ms. Goulet shared that the end of the school year went great at Mackay. Ms. Goulet will be focusing on the transition to next year during the summer and supervising ESY.

- c. Pioneer Grove - Sue Kaczmarczyk  
Mrs. Rexroad stated that Pioneer Grove is in its third week of ESY, and things are going great. Mrs. Rexroad shared that Mrs. Kaczmarczyk has three teacher candidates and an occupational therapist that will be starting in August. Mrs. Kaczmarczyk will be focusing on filling paraprofessional positions now. The PSO will meet in July to plan the 2019-20 school year.
  - d. SELF- Judy Boyens  
Dr. Boyens shared that SELF is currently at 31 students. Dr. Boyens stated that Dr. Wilke is going to allow the SELF students to use District #159 lab and science equipment during the school year. Dr. Boyens mentioned that there are 110 students at Grand Prairie, 52 students at Pioneer Grove, and 115 total staff have been hired for ESY.
1. Finance Report
    - a. Review of Accounts  
Mrs. Rexroad stated current projections for operating revenue, excluding IDEA, came in about \$500,000 better than budgeted. Mrs. Rexroad shared that operating expenditures, excluding IDEA and prior year refunds, look to be under budget about \$250,000. There are no unusual financial items to note this month. Mrs. Rexroad mentioned that districts will get their cost per student for tuition purposes, as well as transportation information for 2018-19 fiscal after the year is closed out at the end of June.
    - b. Budget 2019-20  
Mrs. Rexroad and Mr. Englert are currently working on the 2019-20 budget, and it will be complete within the next few weeks.
    - c. Loan Repayment & New Loan  
Mrs. Rexroad mentioned that we will be paying a loan of \$500,000.00 from the Transportation Fund to the Education Fund, and then will loan \$250,000.00 from the Education Fund to the Transportation Fund.
    - d. Financial Software  
Mrs. Rexroad stated that she would like to go forward with the SDS software package. Mrs. Rexroad shared that our staff felt more comfortable with this software than with Skyward. It was also the lowest cost to the District.
    - e. Buildings and Grounds  
Mrs. Rexroad shared that there was a power outage at Pioneer Grove last week. Mrs. Rexroad stated that two of the air conditioning condensers burned out, which were repaired within a few days.
  2. Director's Report
    - a. Program & Classroom Update  
Mrs. Rexroad shared that she will be meeting with her administrators this week to determine the needs for next school year.
    - b. ESY  
Mrs. Rexroad referred to the ESY report that is in the board packet, which shows enrollments at 110 at Grand Prairie, 52 at Pioneer Grove, and transporting 291 students.
    - c. Contracted Services  
Mrs. Rexroad mentioned that she had to contact services to fill ESY positions. Mrs. Rexroad referred to the contracted services report in the board packet.
    - d. Technology Report  
Mrs. Rexroad stated that Knight Security has completed the installation of the camera systems at Pioneer Grove and Mackay. Mr. Furgason has been working on the inventory of items that need to be recycled, virus protections, and getting equipment ready for August.

- e. Calendar 2019-20  
Mrs. Rexroad stated that our calendar aligns with District #210, except we add an extra institute day at the start of the year for training purposes.
- f. FMLA  
*Marie Goulet*, Intermittent leave through August 16, 2019.
- g. FOIA  
*There were none.*

E. CLOSED SESSION

***A motion was made by Peter Wilkes and seconded by Terri Doyle to move to closed session at 7:24 p.m. for the purpose of discussing:***

- A. The appointment, employment, compensation, discipline, performance or dismissal of employees.
- B. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- C. Litigation

OPEN SESSION

***A motion was made by Peter Wilkes and seconded by Terry Doyle to return to open session at 8:08 p.m. On voice vote the motion carried.***

F. OLD BUSINESS

G. NEW BUSINESS

H. ACTION ITEMS

1. Vision/O&M Supervision

***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board approve the contract with Patricia Hall for Vision/O&M Supervision as presented.***

***Voting Aye: Doyle, Martin, Wilkes***

***Motion carried: 3 Aye, 0 Nay***

2. Audiological Services

***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board approve the audiological services agreement with KASEC for the 2019-20 school year.***

***Voting Aye: Doyle, Martin, Wilkes***

***Motion carried: 3 Aye, 0 Nay***

3. Loan Repayment and new Loan

***A motion was made by Terry Doyle and seconded by Peter Wilkes that the Governing Board approve the loan repayment from July 2018 in the amount of \$500,000.00 from the Transportation Fund to the Education Fund, and approve a new loan of \$250,000.00 from the Education Fund to the Transportation Fund.***

***Voting Aye: Doyle, Martin, Wilkes***

***Motion carried: 3 Aye, 0 Nay***

4. Treasurer's Bond

***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board fix the amount of the Treasurer's Bond in the amount of \$1,750,000.00 effective July 1, 2019 to June 30, 2020.***

***Voting Aye: Doyle, Martin, Wilkes***

***Motion carried: 3 Aye, 0 Nay***

5. Approval of Depositories of Funds  
***A motion was made by Terry Doyle and seconded by Peter Wilkes that the Governing Board approve BMO Harris Bank as Depositories of Funds for the 2019-20 school year.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
6. Financial Software  
***A motion was made by Terry Doyle and seconded by Peter Wilkes that the Governing Board approve the purchase of the SDS web-based financial software package.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
7. 12 Month Support Staff Salary Increases  
***A motion was made by Terry Doyle and seconded by Peter Wilkes that the Governing Board approve the 12 month support staff salary increases as presented.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
8. Collective Bargaining Agreement  
***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board approve the Collective Bargaining Agreement for 2019-24 with LWASEA as presented.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
9. Office Furniture  
***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board approve the purchase of office furniture as presented.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
10. Director's Goals  
***A motion was made by Jim Martin and seconded by Terry Doyle that the Governing Board approve the Director's Goals for the 2019-20 school year as presented.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
11. 2019-20 Calendar  
***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board approve the 2019-20 school year calendar as presented.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
12. Holiday Closures Calendar 12 Month Employees  
***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board the holiday/closures calendar for 12 month employees for the 2019-20 school year.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***
  
13. Review of Closed Minutes  
***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board not open to the public the Closed Minutes of 11/27/18, 12/18/18, 1/22/19 2/26/19, 3/19/19, 4/23/19.***  
***Voting Aye: Doyle, Martin, Wilkes***  
***Motion carried: 3 Aye, 0 Nay***

14. Destruction of Audio Recordings of Closed Minutes

***A motion was made by Peter Wilkes and seconded by Terry Doyle that the Governing Board approve the destruction of audio recordings of the Closed Minutes of 7/25/17, 8/22/17, 9/26/17, 10/24/17, 11/28/17, 12/19/17.***

***Voting Aye: Doyle, Martin, Wilkes***

***Motion carried: 3 Aye, 0 Nay***

I. NEXT MEETING

July 23, 2019 – 7:00 p.m. – Pioneer Grove Educational Center

J. ADJOURNMENT

A motion was made by Terry Doyle and seconded by Peter Wilkes that the meeting be adjourned. All members voted Aye. Motion carried. President Martin declared the meeting adjourned at 8:18 p.m.

Respectfully submitted,  
Kristin Hopkins,  
Administrative Assistant

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President

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Secretary