

MINUTES OF THE REGULAR MEETING  
OF THE EXECUTIVE BOARD  
A.E.R.O. SPECIAL EDUCATION COOPERATIVE  
HELD ON WEDNESDAY, NOVEMBER-02, 2011  
A.E.R.O. BOARD ROOM

Mr. Smyth volunteered to serve as President Pro-Tem.  
Mr. Dixey volunteered to serve as Secretary Pro-Tem.

The meeting was called to order by President Pro-Tem Thomas Smyth at 8:01 a.m.

Roll Call:

Present: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; T. Smyth, 122

Admin.: J. Gunnell, Director; C. Putlak, Asst. Director, M. Lesniak, Bus. Manager

Absent: A. Fessler, 123; K. O'Mara, 217; B. Hart, 231; J. Nebor, 109

Dr. Beth Hart reported at 8:04 a.m.

Dr. Art Fessler reported at 8:07 a.m.

Recognition of Public None in attendance.

Approval of Agenda Motion #9414 It was moved by Mr. Patrick, seconded by Mr. Schmitz to approve the agenda including consent agenda.

Recommend to Governing Board that they approve Bills for Payment - Regular October, 2011 Bills, dated November 02, 2011 in the amount of \$565,502.44

Recommend to Governing Board that they approve Payrolls: September 30, 2011 in the amount of \$490,169.65; and October 14, 2011 in the amount of \$598,995.73

Recommend to Governing Board that they approve Personnel Recommendations

Medicaid Reimbursement Distribution – Fee For Service: Disburse \$1,627.95 to Member Districts, A.E.R.O. and PCG for funds received as of September 30, 2011.

Recommend to the Governing Board that they accept the Donations: Good Shepherd Lutheran Church donated \$1,000 to the A.E.R.O. Special Education Cooperative.

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Approval of Agenda (Cont'd.)

Motion #9414

Roll Call Vote:

Aye: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; T. Smyth, 122

Nays: None

Motion Carried.

Approval of Minutes of 10/05/11 Motion #9415 It was moved by Mr. Tom Dixey, 104, seconded by Dr. Daniel Riordan to approve the Minutes of the October 05, 2011 Regular Executive Board Meeting.

Roll Call Vote:

Aye: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; T. Smyth, 122

Nays: None

Motion Carried.

**The following recommendations on the consent agenda were approved as presented:**

Regular October 2011 Bills, dated November 02, 2011 in the amount of \$565,502.44.  
(Consent Agenda Item #1)

Education Fund (Fund 10)	\$216,285.40
Building Fund (Fund 20)	16,555.17
Transportation Fund (Fund 40)	19,201.45
IDEA Flow Through Grant (Fund 19)	81,577.92
Medicaid Administrative Outreach (Fund 18)	93,209.45
Medicaid Fee for Service (Fund 17)	138,673.05

**The following recommendations on the consent agenda were approved as presented (cont'd.):**

Recommend to Governing Board that they approve Payrolls for the months of  
September 2011 and October 2011 (**Consent Agenda Item #2**)

September 30, 2011, in the amount of \$590,169.65

Education Fund	\$572,673.81
Building Fund	6,983.08
Transportation Fund	10,512.76

October 14, 2011, in the amount of \$598,995.73

Education Fund	580,047.89
Building Fund	7,018.08
Transportation Fund	11,929.76

**Approval of Personnel Recommendations (Consent Agenda Item #3)**

Resignations

LAST	FIRST	POSITION	EFFECT. DATE
Wiegel	Jason	Technology Specialist	October 21, 2011

Employment of Certificated Personnel

LAST	FIRST	POSITION	PROGRAM	FTE	SALARY	STEP/ LANE
Dunigan	Melanie	Teacher	ASIP		22.00/hr	
Henderson	Jacqueline	Teacher	ASIP		22.00/hr	
Klein	Dana	Social Worker	ASIP		22.00/hr	
Krueger	William	Teacher	ASIP		22.00/hr	
Nelson	Christine	Teacher	ASIP		22.00/hr	
Shaw	Mary	Teacher	ASIP		22.00/hr	
Wangler	Michele	Teacher	ASIP		22.00/hr	

**The following recommendations on the consent agenda were approved as presented (cont'd.):**

Employment of Non-Certificated Personnel

<b>Name</b>	<b>Position</b>	<b>Program</b>	<b>Contract/ Days</b>	<b>Step</b>	<b>Lane</b>	<b>Salary</b>
McLean, Brittney	Inst. Asst.	STAR	181/153	1	5	17,532 / 14,820
Roeh, Margaret	Inst. Asst.	STAR	181/140	1	2	16,195 / 12,527
Sullivan, Alyson	Inst. Asst.	STAR	181/134	2	5	18,018 / 13,340
Bandyk, Kelly	Inst. Asst.	ASIP				1.5xhrly
Conrad, Rene	Inst. Asst.	ASIP				1.5xhrly
Freyer, Thomas	Inst. Asst.	ASIP				1.5xhrly
Haffner, Barbara	Inst. Asst.	ASIP				1.5xhrly
Kapitanek, Michelle	Inst. Asst.	ASIP				1.5xhrly
Kirchner, Eileen	Inst. Asst.	ASIP				1.5xhrly
Kovin, Lynn	Inst. Asst.	ASIP				1.5xhrly
Mendez, Harry	Inst. Asst.	ASIP				1.5xhrly
Mullen, Mary	Inst. Asst.	ASIP				1.5xhrly
Powers, Deborah	Inst. Asst.	ASIP				1.5xhrly
Rodak, Maureen	Inst. Asst.	ASIP				1.5xhrly
Steffan, LeAnn	Inst. Asst.	ASIP				1.5xhrly
Tyrakowski, Judy	Inst. Asst.	ASIP				1.5xhrly
Zigulich, James	Inst. Asst.	ASIP				1.5xhrly

Employment of Contract Agencies (None)

Employee Transfer (None)

Salary Adjustments

The Administration made the following salary adjustments based upon professional hours completed:

<b>NAME</b>	<b>POSITION</b>	<b>PREVIOUS STEP/LANE (FY10)</b>	<b>NEW STEP/LANE (FY11)</b>	<b>NEW SALARY</b>
Abnernathy, Tracy	Teacher	8/5	8/6	\$55,601
Cusak, Jessica	Teacher	5/2	5/3	48,427
Kalas, Amy	Teacher	11/4	11/5	59,184
Kelecich, Debbie	School Nurse	20/4	20/5	77,224
Mueller, Katie	APE Teacher	9/4	9/5	55,787

**The following recommendations on the consent agenda were approved as presented (cont'd.):**

Salary Adjustments (Cond't.)

Nugent, Michelle	Teacher	5/4	5/5	49,567
Polick, Theresa	Teacher	7/2	7/3	50,620
Reynolds, Shawn	APE Teacher	3/1	3/2	46,203
Scheurich, Sarah	Speech Path.	11/4	11/5	59,184
Winkler, Jennifer	Teacher	7/3	7/4	51,227
Malloy, Kimberly	Inst. Asst.	60 hrs	90 hrs	16,960

Salary Correction(s) (None)

Employee Request for Leave of Absence (None)

Coupet, Rnee, Beverly, Instructional Assistant, has requested a medical leave of absence (FMLA) for up to a twelve week period beginning August 23, 2011.

Havinga, Beverly, Instructional Assistant, has requested a medical leave of absence (FMLA) for the period October 18, 2011 through November 11, 2011.

Koch, Linda, Instructional Assistant, has requested a medical leave of absence (FMLA) for up to a twelve week period beginning November 7, 2011.

Massaro, Tana, Program Supervisor, has requested a medical leave of absence (FMLA) for up to a twelve week period beginning October 21, 2011.

Sage, Ashley, Instructional Assistant, has requested eight weeks of medical leave of absence (FMLA) tentatively beginning January 8, 2012.

Torres, Marianna, Instructional Assistant, has requested a medical leave of absence (FMLA) for up to a twelve week period beginning October 05, 2011.

Out of State Conference Request (None)

**The following recommendations on the consent agenda were approved as presented (cont'd.):**

**Approval of Budget and Fiscal Recommendations (Consent Agenda Item #4)**

Medicaid Reimbursement Distribution – Fee For Service: Disburse \$1,627.95 to Member Districts, A.E.R.O. and PCG for funds received as of September 30, 2011.

**Approval of Programs and Services Recommendations**

**Accept Donations (Consent Agenda Item #5)**

Good Shepherd Lutheran Church donated \$1,000 to the A.E.R.O. Special Education Cooperative.

FY12 Vacancy  
List

Ms. Putlak reported that there are nine (9) vacant positions available at this time including several instructional assistant; 2 teacher positions; 1 Tech Specialist. Supervisors are interviewing applicants and it is expected that all positions will be filled shortly.

Medicaid  
Reimbursement:  
Fee for Service

(Consent Agenda Item #4)

Transportation  
Contract  
Extension

Mr. Gunnell reviewed the terms of the proposed Transportation Contract Extension from RichLee Vans, Inc. for the 2012-2013 school year. A brief discussion was held.

Motion #9416

It was moved by Dr. Cody, seconded by Mr. Dixey that the Executive Board recommend to the Governing Board that it approve the proposed RichLee Transportation Contract Extension with the rate increase of 2.2% for FY13 and authorize the A.E.R.O. Administration to direct legal counsel to review the 1 year contract extension.

Roll Call Vote:

Aye:

T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; T. Smyth, 122

Nays:

None

Motion Carried.

Bills Payable  
to A.E.R.O. /  
Cash Flow

Ms. Lesniak briefly described A.E.R.O.'s current outstanding invoices and cash flow. She stated that there are no significant concerns at this time.

Education Fund Balance (Fund 10)	\$ 1,042,000
Building Fund Balance (Fund 20)	\$ 43,000
Transportation Fund Balance (Fund 40)	\$ 293,000

Outstanding Invoices (under 30 days)	\$661,000
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Insurance

Ms. Lesniak stated that there were no changes to report regarding insurance premiums or plans. There was a discussion at the last insurance meeting about reviewing Health Savings accounts to see if they would be cost effective. The next insurance meeting is scheduled for 11/10/2011.

FY12 IDEA  
Flow Through  
Grant Update

Mr. Gunnell informed the board that the Illinois State Board of Education had recently notified districts and cooperatives the FY12 IDEA Flow Through Allocation for the state of Illinois had been reduced from \$501,000,000 to \$496,000,000. This means that A.E.R.O. and its member districts' allocations were reduced by approximately \$49,000. However, he stated, this would not necessitate that A.E.R.O. member districts amend their grants, A.E.R.O. will use carryover monies to absorb the decrease in funds from the state.

Donations

(Consent Agenda Item #5)

Dr. Hart arrived at 8:04 a.m.

First Reading: Mr. Gunnell reported that Mr. Patrick and the  
Revised Policy Committee met and reviewed the policies. They have  
A.E.R.O. Policies forwarded Policies 2:10, 2:125; 3:10 and 3:70 to the Executive Board  
and forwarded (new) Policy 5:125 to the A.E.R.O. Attorney for review.

Motion #9417 It was moved by Dr. Daniel Riordan, seconded by Mr.  
Patrick that the Executive Board accept on first reading and waive the  
second reading of the following policies and forward them to the  
Governing Board for approval.

A.E.R.O. Policy 2:10 – Special Education Cooperative Governance  
(Revision)

A.E.R.O. Policy 2:125 – Board Member Expenses (Revision)

A.E.R.O. Policy 3:10 – Goals and Objectives (Rewritten)

A.E.R.O. Policy 3:70 – Succession of Authority (Revision)

Roll Call Vote:

Aye: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; D. Cody,  
124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T. Smyth, 122

Nays: None

Motion Carried.

Dr. Fessler arrived at 8:07 a.m.

A.E.R.O. Ms. Putlak reported the following with respect to  
Operated Programs A.E.R.O. operated programs:

- Ms. Putlak and Assessment Coordinator Angela Zajac met with all District Special Education Reps and ELL coordinators during the first quarter to review A.E.R.O. procedures for identification and provision of ELL services for students in cooperative programs. All Collaborative Council members were provided final documents explaining this process at the 11/3/11 meeting.
- The Curriculum and Intervention team has moved forward in creating units in the areas of Math, Self-Care, and Vocational skills following the Backwards Design model and skill maps for Social Emotional Learning.

A.E.R.O. Operated  
Programs (Cont'd.)

- The Aimsweb progress monitoring tool is now being used at PRIDE and in several FALP classrooms. The goal for the programs is to monitor student growth using this tool and provide progress reports to the Collaborative Council.
- PRIDE has begun its work with Midwest Educational Services to develop an enriched Transition program. Weekly meetings are held with the Assistant Director, PRIDE administration, Will McDermott from Midwest and the transition team that is part of the contract. PRIDE is in the process of looking for a Career Facilitator to complete this team.
- The Next Steps Transition Conference was held on Saturday October 29, 2011 at Reavis High School. The conference, planned for by a committee of parents and A.E.R.O. staff / supervisors, was attended by 64 parents representing 17 communities. Presentations provided parents with information on medical benefits, legal guidance and adult services for their students past age 22. Thank you to the Reavis administration for being such gracious hosts!
- Technology continues to be a vital part of student success for many A.E.R.O. students. Several students have learned to use the IPOD Touch to communicate with staff and family members. AERO staff has invited parents to training sessions to increase their skills on these devices so that they can work with the students at home.

Ms. Putlak then presented a brief video clip that was recently shared with staff at Lieb School in District 122. It was presented as an example of the in-servicing that A.E.R.O. provides to the local schools' staff. Additionally, at Lieb and Simmons (#122) students serve as "buddies" to the A.E.R.O. program students.

2011-12 ISAT/IAA  
Assessments

Mr. Gunnell reported that Angela Zajac, A.E.R.O. Center Principal and A.E.R.O. Assessment Coordinator, has contacted the member District Representatives and requested that they make the necessary corrections to ISBE Student Information System (SIS). Ms. Zajac does not foresee any problems with respect to the distribution and collection of assessment materials.

*Classrooms First  
Commission*

Mr. Gunnell reported that he has attended all of the *Classrooms First Commission* meetings and several of the public hearings that have been held. He reviewed the process of the commission. He reported that a meeting was held last week and hosted by Tinley Park District 146. The meeting was very well attended by school personnel and board members from many districts in northern Illinois. Mr. Gunnell also stated that Frank Patrick had done a report that he will present to the Commission. A brief discussion was held regarding Mr. Patrick's report. Mr. Gunnell also reported that common results of the public meetings are that this is a highly emotional topic, and that districts want this to be a local decision.

Other Matters:

Correspondence: Freedom of Information Request

Requested by: Jennifer Schaefer

Status: The documentation was submitted via regular mail on October 13, 2011.

Unfinished Business: None

New Business: None

Closed Session  
Motion #9418

It was moved by Dr. Fessler, seconded by Mr. Dixey that the Executive Board enter into Closed Session at 8:17 a.m. under Section 2(c)(21) for the purpose of the discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes.

Roll Call Vote:

Aye: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; A. Fessler, 123; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T. Smyth, 122

Nays: None

Motion Carried.

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Reconvene Meeting from Closed Session to reconvene the meeting from Closed Session at 8:27 a.m. It was moved by Mr. Patrick, seconded by Mr. Schmitz

Motion #9419

Roll Call Vote:

Aye: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; A. Fessler, 123; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T. Smyth, 122

Nays: None

Motion Carried.

Roll Call Following  
Closed Session

Present: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; A. Fessler, 123; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T. Smyth, 122

Absent: K. O'Mara, 217; J. Nebor, 109

Closed Session Minutes of 07/06/11 Motion #9420 It was moved Dr. Daniel Riordan, seconded by Mr. Dixey that the Executive Board approve the Closed Session Minutes of October 05, 2011 and that they be closed to the public.

Roll Call Vote:

Aye: T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; A. Fessler, 123; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T. Smyth, 122

Nays: None

Motion Carried.

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Memo of  
Understanding  
Motion #9421

It was moved by Dr. Fessler, seconded by Dr. Hart  
that the Executive Board recommend to the Governing Board that  
it approve the Memorandum of Understanding between A.E.R.O. and  
the A.E.A. as presented in closed session.

Roll Call Vote:  
Aye:

T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; A. Fessler,  
123; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T.  
Smyth, 122

Nays:

None

Motion Carried.

Adjournment  
Motion #9422  
Roll Call Vote:

It was moved by Dr. Beth Hart, seconded by Dr.  
Michael Riordan that the meeting be adjourned.

Aye:

T. Dixey, 104; F. Patrick, 108; R. Schmitz, 110; C. Kunst, 111; A. Fessler,  
123; D. Cody, 124; D. Riordan, 220; M. Riordan, 229; B. Hart, 231; T.  
Smyth, 122

Nays:

None

Motion Carried.

The meeting adjourned at 8:28 a.m.

President Pro-Tem: \_\_\_\_\_  
Thomas Smyth Date

Secretary Pro-Tem: \_\_\_\_\_  
Thomas Dixey Date