

Mr. Gunnell stated that the AERO Administration will consider all cost cutting options, as we did last fiscal year.

**A.E.R.O. Special Education Cooperative  
Minutes of the  
Executive Board Finance Committee Meeting  
December 1, 2010**

The meeting was called to order at 9:05 am.

**Present:** Dr. Diane Cody, 124; Dr. Beth Hart, 231; James Gunnell, Director; Tom Brim, Asst. Director

**Absent:** Maggie Lesniak, Business Manager

**Approval of Minutes**

Dr. Cody moved to accept the minutes of the November 3, 2010 meeting as presented. Dr. Hart seconded the motion.

**Follow-up on Staffing: STAR, PRIDE, Screener/Diagnostics, and Job Coaches**

Mr. Gunnell reviewed several of the documents that were compiled for this meeting. He reviewed the grants that offset the costs of the transition programs. Mr. Brim explained the roles of the various staff members who are part of the program. Dr. Hart asked some questions about how her students were served. She wondered about the difference between the A.E.R.O. transition services and the service provided by her prevocational coordinator.

**Review Staffing Patterns of Area Cooperatives**

Mr. Gunnell then reviewed the information presented on the cooperative caseload chart. It was quickly determined that there is an issue with the data being an “apples and oranges” comparison to A.E.R.O. staffing. He reviewed each of the programs with the committee. There was a discussion about how A.E.R.O. determines the number of instructional assistants that are needed. There was also a discussion about individual aides. Mr. Brim explained that we make determinations about aides based on numbers in the classrooms and level of services needed by students.

A discussion was held regarding the PRIDE program and how decisions are made regarding the staffing that is needed. It was explained that A.E.R.O. bases its needs primarily on what we typically anticipate will occur during the year in terms of numbers of incoming students. The STAR program and the number of aides that are employed for this program were then discussed. Mr. Gunnell commented that it would be quite beneficial for Dr. Cody and Dr. Hart to visit the A.E.R.O. classrooms at Southeast Elementary in Evergreen Park prior to the next meeting.

Dr. Hart asked everyone what jumped out at them from the data. PRIDE appears to be the program that has more staff than some others. A.E.R.O. needs to adjust the expected enrollment for budget purposes for the coming year. We will be looking at the PRIDE program more closely. There is also concern expressed about the job coaches and whether or not there are too many of them. Mr. Brim will gather more information about the job duties of all of our job coaches (will also check on how many Dist. 231 students are served).

There was a brief discussion about Early Childhood classrooms and their staffing. It was felt that the EC classrooms were probably appropriately staffed given the needs of the students. Some districts are taking back students when they feel they can program for them which is appropriate.

Budgeting and how A.E.R.O.'s budget preparation impacts the districts was discussed. A.E.R.O. intends to have Draft #1 of the budget ready for the February Executive Board meeting.

### **Future Meeting Dates**

The next meeting was tentatively scheduled for December 20<sup>th</sup>. Time to be determined, location will be at Evergreen Park High School.

The meeting adjourned at 10:30 am.

Submitted by:

Thomas E. Brim, Jr., Assistant Director

TEB/dk