

MINUTES OF THE SPECIAL MEETING OF THE GOVERNING BOARD
A.E.R.O. SPECIAL EDUCATION COOPERATIVE
HELD ON MONDAY, AUGUST 15, 2011
A.E.R.O. BOARD ROOM

The meeting was called to order by President Johnstone at 7:00 p.m.

Roll Call:

Members Present: C. McSweeney, 108; S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Members Absent: J. Derting, 109; C. Passmann, 110; K. Smith, 111; J. Melnik, 229

Administrators Present: J. Gunnell, Director; M. Lesniak, Business Manager;

Others Present: Christine Putlak, Assistant Director Candidate

Pledge of Allegiance to the Flag

Welcome New Board Members President Johnstone introduced and welcomed Mr. Steve Niceforo, newly appointed Governing Board Member from Ridgeland School District #122.

Mr. Gunnell introduced Ms. Christine Putlak, Assistant Director Candidate.

The Board went around the table and introduced themselves.

Recognition Public There were no members of the public present.

Approval of Agenda It was moved by Mr. Trzeciak, seconded by Mrs. McSweeney to approve the agenda, including the consent agenda.

Motion #6353

Roll Call Vote:

Ayes: C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Nays: None

Motion Carried.

Minutes of 07/11/11
Approved - Motion #6354
Roll Call Vote
Ayes: C. McSweeney, 108 T. MacDonald, 124; M. VanAllen, 217; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123
Nays: None
Abstain: S. Niceforo, 122; M. Cook, 220
Motion Carried.

It was moved by Mr. Johnstone, seconded by Mrs. McSweeney that the Board approve the Minutes of the Regular Meeting of the Governing Board held on Monday, July 11, 2011 as presented.

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

Approve Bills for Payment (Consent Agenda Item #1)

Regular July 2011 Bills, dated August 03, 2011 in the amount of \$1,032,943.03.

Education Fund (Fund 10)	\$ 407,561.92
Building Fund (Fund 20)	135,509.08
Transportation Fund (Fund 40)	2,905.61
IDEA Flow Through Grant (Fund 19)	26,116.37
Medicaid Administrative Outreach (Fund 18)	289,822.82
Medicaid Fee for Service (Fund 17)	171,027.23

Approve Payrolls for the months of February, March and April 2011 (Consent Agenda Item #2)

July 07, 2011 in the amount of \$52,052.77

Education Fund	\$40,728.84
Building Fund	7,859.52
Transportation Fund	3,432.41

July 21, 2011 in the amount of \$66,643.61

Education Fund	\$56,071.72
Building Fund	7,461.58
Transportation Fund	3,110.31

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

Approval of Personnel Recommendations (Consent Agenda Item #3)

Resignations

LAST	FIRST	POSITION	PROGRAM
Wurster	Robin	Speech Parapro	Speech
Calabrese	Tracy	Instructional Asst.	STAR

Employment of Certificated Personnel

LAST	FIRST	POSITION	PROGRAM	FTE	SALARY (FY09)	STEP/ LANE	NEW/ REHIRE
Alba	Dana	Speech Parapro	Speech	1.0	50,238	8 1	Rehire

Employment of Non-Certificated Personnel

LAST	FIRST	POSITION	PROGRAM	FTE	SALARY (FY09)	STEP/ LANE	NEW/ REHIRE
Yurko	Alison	Inst. Asst.	STAR	1.0	18,018*	2 5	New
Casey	William	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Shore	Richard	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Shea	Patrick	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Nelson	Thomas	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Moran	Sean	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Hunt	James	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Hernandez	Angelo	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
Hehl	Michael	Police Liaison	PRIDE	Daily	\$29.87/hr		Rehire
DeRusha	Faye	Inst. Asst.	STAR	1.0	\$18,991*	4 5	New
Macino	Julie	Inst. Asst. 1:1	FALP	1.0	\$17,532	2 4	New
Snipes	Melanie	Inst. Asst.	STAR	1.0	\$18,505*	3 5	New
Wallace	Marquita	Inst. Asst.	STAR	1.0	\$17,046	1 4	New
Dybas	Kerry	Summer Clerical		Part time	\$10.00/hr		Rehire
Burchell	Vicky	Summer Clerical		Part Time	\$8.25/hr		Replace

*Pending receipt of transcripts

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

Approval of Personnel Recommendations (Cont'd.) **(Consent Agenda Item #3)**

Accept Notice(s) of Intent to Retire

Salary Adjustments

The Administration made the following salary adjustments based upon professional hours completed: (None)

Salary Corrections (None)

Leave of Absence Request(s)

Approval of Programs and Services Recommendations

Accept Donations (Consent Agenda Item #4)

A.E.R.O. has received a check in the amount of \$62.74 from the *Terracycle* an organization that collects non-recyclable waste.

Request to Enroll Out of District Student (Consent Agenda Item #5)

Approve request to enroll Out of District Student from D127.5 for ESY and the 2011-2012 school year.

FY11 Vacancies

Mr. Gunnell informed the Board that currently there are no vacancies.

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 unusual outstanding invoices or cash flow concerns at this time.

Outstanding Invoices:	\$923,164
Balances:	
Fund 10	\$1,769,000
Fund 20	\$639,000
Fund 40	\$357,000

Insurance Ms. Lesniak stated that the SSBC PPO insurance premiums will increase by 4.5% for FY12; the HMO will increase by 12.5% for FY12; there will be no changes for the Dental plan or life insurance. She also reported that another Insurance Cooperative had rates higher than SSBC's and trend for the industry was an increase of over 12%.

P-Card Rebate Mr. Gunnell reviewed Ms. Lesniak's memo regarding the \$597 rebate that A.E.R.O. recently from participating in the Illinois Association of School Business Official's P-Card program. He explained that by using the P-cards the business office was able to operate more efficiently. He answered several questions from the board members regarding who was authorized to use the cards and where would the rebate money go. He stated that each Supervisor had a P-Card, and that the amount they were eligible to charge depended on the program. All P-card purchases must be pre-approved by the A.E.R.O. Business Manager. He also stated that the rebate would go into the Donation account.

IWAS Registration Mr. Gunnell reported that he had reviewed the IWAS Registration process with the Executive Board at their recent meeting. This is the electronic process that allows A.E.R.O. to submit Pupil and Personnel data to the Illinois State Board of Education throughout the year.

Donations **Consent Agenda Item #4**

Request to Enroll Out of District Student **Consent Agenda Item #5**

A.E.R.O. Operated Programs Mr. Gunnell reported that the summer renovation projects have gone smoothly. There are a few more items to be completed in the Board Room and Gymnasium, but they should be done by Opening Day.

Mr. Gunnell then described the new physical management/restraint program that will be implemented this school year. Training by Menta will be conducted each year for the next three years, after which A.E.R.O. can train additional staff. An all staff training will be conducted at multiple sites on August 18th.

A.E.R.O. Operated Programs Mr. Gunnell invited the Board members to attend the A.E.R.O. Opening Day inservice on August 19th. This year's theme will be "Normin', Stormin', and Transformin' " and will feature a guest speaker. Also on the agenda will be a highlight of tools and resources available to teachers.

Other initiatives for this year include a "beefed up" curriculum; a new literacy component; and a new student information system "Rediker". The progress monitoring and collection of data on students will now be done with the Aims Web progress monitoring software.

Mr. Gunnell also reviewed the "High School Course description guide". He explained that this document is in draft form but will be finalized shortly.

Mr. Gunnell was asked questions regarding out of district placements. He explained that A.E.R.O. receives a few requests a year to placement of district students into one of our programs, usually PRIDE. The Principal/Program Supervisor is asked if there is enough room in the class to accommodate the student. A.E.R.O. also charges a 10% fee which is added to the tuition.

New Employee Orientation Mr. Gunnell reported that New Employee Orientation was held on August 10, 2011. Thirty people attended: 12 new employees and 18 employees who started last year after New Employee Orientation.

A.E.R.O. Institute Days – 8/18/11 and 8/19/11 Mr. Gunnell reported that A.E.R.O. has scheduled two Institute Days for the beginning of the 2011-2012 school year. On August 18th A.E.R.O. will conduct an all-employee Menta training at various locations. On August 19th, the annual Opening Day Institute will be held at the DoubleTree Hotel in Alsip. All Superintendents and Governing Board members are welcome to attend. Lunch will be at 11:30 a.m. with the speaker to follow.

Correspondence: Subpoena for Information: A copy of a subpoena for information related to Illinois Central Bus Co. is included in your packet. Mr. Gunnell briefly reviewed the history of A.E.R.O.'s involvement with Illinois Central Bus Co. for the benefit of the new board members.

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2011 Special
Education
Director's
Conference

Mr. Gunnell reported that A.E.R.O. Administrators and several District Representatives attended the 2011 Special Education Director's Conference held recently in Peoria, IL.

Mr. Gunnell was asked about the CASE conference he attended in July in Washington, DC. He reported he was preparing a formal presentation for the board's September meeting .

Closed Session
Motion #6355

It was moved by Mrs. Cook, seconded Mrs. McSweeney that the Board enter into Closed session at 7:30 p.m. under Section 2(c)(1) for the discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative, including hearing testimony on a complaint lodged against an employee to determine its validity; under section 2(c)(10) for the discussion of the placement of individual students in special education programs and other matters relating to individual students; and under Section 2(c)(11) for the discussion of pending, or probable and imminent litigation against, affecting or on behalf of the Cooperative.

Roll Call Vote:

Ayes: C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Nays: None

Motion Carried.

Reconvene Meeting
Motion #6356
Roll Call Vote:

It was moved by Mrs. McSweeney, seconded by Mrs. Derting to reconvene the meeting from Closed Session at 8:00 p.m.

Ayes: C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Nays: None

Motion Carried.

Roll Call Following
Closed Session:

Present: C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Absent: J. Derting, 109; C. Passmann, 110; K. Smith, 111; J. Melnik, 229

Closed Session
Minutes of
July 11, 2011
Motion #6357
Roll Call Vote

It was moved by Mrs. McSweeney, seconded by Mr. Trzeciak that the Board approve the Minutes of the Closed Session held on July 11, 2011 and that they be open to the public.

Ayes:

C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Nays:

None

Motion Carried.

FY12 Employment
Recommendation
for A.E.R.O.
Assistant Director
Motion #6358
Roll Call Vote

It was moved by Mr. Johnstone, seconded by Mrs. McSweeney that the Board approve the employment of Ms. Christine Putlak as Assistant Director and direct the President and Secretary to sign the employment contract as presented in Closed Session.

Ayes:

C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Nays:

None

Motion Carried.

Adjournment
Motion #6359
Roll Call Vote

It was moved by Mr. Johnstone, seconded by Mrs. McSweeney that the meeting be adjourned.

Ayes:

C. McSweeney, 108 S. Niceforo, 122; T. MacDonald, 124; M. VanAllen, 217; M. Cook, 220; R. Trzeciak, 231; D. Johnstone, 104; B. Leifker, 123

Nays:

None

Motion Carried.

The meeting adjourned at 8:05 p.m.

Diana Karlovsky, Recording Secretary

President: Donald Johnstone 9-17-11
Donald Johnstone Date
Secretary: Barney Leifker 9/19/11
Barney Leifker Date