

# SPEED S.E.J.A. #802

## GOVERNING BOARD MEETING MINUTES

Regular Meeting  
SPEED Governing Board  
SPEED Building  
7:00 p.m.

January 23, 2020

### CALL TO ORDER

Mrs. Havighorst called the meeting to order at 7:17 p.m.

### ROLL CALL

On roll call the following answered present: Mrs. Havighorst, District 153; Ms. Vlietstra, District 161; Ms. Dupee, District 163; Mr. Dixon, District 167; Ms. Tammy Jones, District 168; Ms. Sanders, District 170; Ms. Roop, 201U; Ms. King, District 206; and Ms. Bannon, District 233

Absent: Ms. Taylor, District 144, Mr. Bean, District 162; Mr. Sherman, District 169; Mr. Sons, District 172; Ms. Edwards, District 194; Ms. Preston, District 227

Dr. Halliman, Superintendent was present as well as the following SPEED Staff: Mr. Kevin Slattery, Director of Business and Finance; Ms. Sharon Curry, Director of Human Resources; Dr. Maureen White, Director of District Services; Mr. Gregory Furgason, Director of Technology.

Also present: Mr. Ray Hauser, Attorney from Hauser, Izzo, Petrarca, Gleason & Stillman, LLC

### **PRESENTATION: LEGACY PROFESSIONALS, LLP.**

Presenters: Ms. Louise King and Mr. Adam Simaga

Ms. Slattery introduced the auditors from Legacy Professionals, Ms. Louise King (who is retiring this year) and her replacement, Mr. Adam Simaga, were present to review the FY19 audit results. Mr. Slattery commented that there continues to be a good working relationship with Legacy and the field reps that have been assigned. Mr. Adam Simaga was asked to return in February to take a look at some things for FY20. There has been significant progress this year as our findings are significantly decreased. Additionally, Legacy was asked to review our accounts/bank reconciliation process and we now have a corrective action plan.

Ms. King reviewed the Audit Communication and Management Recommendation letters which were included in the Audit report. Additionally, Ms. King presented the audit findings from the FY19 audit and discussed the Annual Financial Statement with the Board.

Ms. King stated that all findings and necessary corrective action plans have been implemented by Mr. Slattery and the Business Office team.

Dr. Halliman stated that this her second full year with the District and last year there were 6 or 7 findings so this is a vast improvement from our Business Department. We will be working closely to make sure that we get these bank reconciliations done in a timely manner.

### **PRESENTATION: Practical Assessment Exploration System (PAES)**

**Presenter: Principal Nicole Taylor, ALL**

Dr. Halliman introduced the Principal of the Academy of Life Long Learning, Ms. Nicole Taylor. Ms. Taylor explained that a student will conduct a demonstration of our new Vocational Educational Curriculum, Practical Assessment Exploration system. Dr. Halliman stated that the presentation was originally scheduled for our October meeting however the student was unable to attend.

Ms. Taylor provided a brief overview of the PAE System explaining that it's almost like a simulated work environment for students to prepare them for successful external employment opportunities. Students are allowed to explore potential career choices which include computer technology, construction and industrial, processing and production, consumer service and business marketing.

PAES provides skills needed for vocational training (more focused on technical training), placement and independent living. These three areas are specific to the transition plan which begins at 14.5 years. Students are encouraged to become independent problem solving. The system also provides an independent, individual comprehensive report which can be used to help develop IEPs and Transition Plans.

The presentation concluded with Ms. Shaquita Love, overseer at the PAES Lab, providing an explanation of what the students do as they enter the PAES lab i.e., pick up daily task, getting materials needed to complete task, etc. Ms. Love explained that these tasks are timed and reviewed with the students to ensure they are on task. Academy of Life Long Learning, Ibriham Camara, provided a step-by-step hands-on demonstration of what happens when a student enters the lab, receives an assignment and worked through the assignment/task given.

### **SUPERINTENDENT'S REPORT**

Dr. Halliman updated the board on the status of the Intergovernmental Agreement stating that all member districts should have discussed the agreement with their boards at this point. The data that was being distributed at the meeting was purely information. She informed the Board that since we do not have a meeting scheduled in February, we would need to decide on a date to hold a Special Governing Board Meeting in February to vote on the new Intergovernmental Agreement.

Dr. Halliman reported that our Winter Institute Day was held the first day back after Winter break. The day began with breakfast and a Service Award Recognition program for staff achieving 5, 10 and 15 years of service and a vendor fair. During the afternoon session, District Services and our PD team creatively offered a variety of Professional Development options in the form of a menu from an upscale restaurant entitled, "The SPEED Café Menu". The offerings were listed as appetizers, main course, etc. Staff selected learning offerings from the different courses being offered on the menu to match their individual needs and interests. Dr. Halliman shared a copy of the SPEED Café Menu with the Board. It was a very creative way of presenting and providing learning/development options for the staff. The topics were targeted to meet the needs of certified staff as well as our paraprofessionals and related services. One thing that Dr. Halliman is most pleased with is that we are building our internal expert presenters. We had very few external presenters. Upcoming training initiatives include Deveraux training, Culture and Climate: Stay In Your Lane But Don't Build Silos, which is related to Culture, and SEL – Managing Emotions.

Dr. Halliman concluded her report by stating that she gave a reminder to the Operating Committee, at last Friday's meeting, that her evaluation should take place before March 1, 2020 as noted in the May 2019 Operating Committee Meeting minutes. Dr. Halliman reported that the Operating Committee instructed her to notify the Personnel Committee and after that Mrs. Giles will take the lead. Dr. Halliman noted that she and her cabinet will present a "State of the District" presentation to review what we have been doing over the last year or so at the next Operating Committee Meeting in February and also to the Governing Board Special Meeting in February if allowed.

Ms. Havighorst noted that she was able to participate in the American Education Week Staff Breakfast and that it was a great experience,

### **PRESENTATION – FINANCIAL REPORT**

Mr. Slattery began his report by introducing Ms. Yasmin Dada who has served as a consultant to help us come up with some future planning, the entire grant procedural change and the IGA as well. Ms. Dada will provide an overview of the accomplishments that occurred between the March, 2019 and December, 2019 timeframe.

Ms. Dada provided a brief history of her career and informed the Board that her role as a consultant was to help SPEED navigate through the IDEA Procedural change. The process began with internal group meetings. These meetings generated data which was provided to the Finance Committee. The process was lengthy and detailed. All of the data captured is available on the Google Drive. The goal was to look at the IDEA Procedural change and determine what the future processes would look like. We looked at what we needed to do from the Cooperatives point of view as well as the Member Districts point of view. We examined the financial structure of the programs and services that were being provided by SPEED and how they impacted member district students and needs at the District level. We also delved a bit deeper and provided the Finance Committee with the number of Personnel here, what kind of services that are being provided individually to member district schools and students. Our key was to provide a Strategic Financial Vision for SPEED. We are still working on it but wanted to share some information with you as the Governing Board. The Finance Committee met 9 times. Mr. Slattery and Ms. Dada visited with other Business Managers at various Cooperatives to gage what they were doing only to find that we were well ahead.

Ms. Dada indicated that one of the key things we did was to survey member district Special Ed/Superintendents to determine what services they were using/needed. We received 100% participation which helped us determine if there would be enough money in SPEEDs bank account to make sure we have enough to operate without following up with Districts to remit they payments.

Ms. Dada reported that the next steps are to finalize the new IGA and to establish and finalize the cost structure. We will continue to measure against other Coops.

Dr. Halliman stated that all of this is a result of ISBE changes released in 2018 changing the rules. Dr. Halliman gave thanks to Atty. Hauser, Ms. Dada and the entire team for their work throughout the entire process.

Ms. Bannon asked if we had an IGA before. Dr. Halliman indicated that we did not have an IGA but we have Articles of Agreements which has not been revised since 1975. Atty. Hauser clarified that 80% of the Articles of Agreement have been incorporated in the new IGA.

### **Finance**

Mr. Slattery reported that as of December 31, we had a fund balance of 4.1M. We have expended about 45% of the budgeted amount and realized about 37%. There will be an increase in revenue as we have received several tuition checks from districts in early January.

### **Maintenance of Effort**

The Maintenance of Effort has been completed for all districts. We now start the process all over again with a process called Excess Cost. The District Reps and District Managers were made aware that the State has redesigned the process and it is now electronic however the system was malfunctioning. The due dates for submissions are being delayed until the system is up and running and we will have several weeks to complete.

### **IDEA**

The 2<sup>nd</sup> Quarter IDEA expenditure reports are coming in and will be processed. They should be sent out and received in early February.

### **Student Transportation**

Dr. Halliman and I met with Mr. Tom O'Sullivan of Cook Illinois who oversees ABC Transportation. We began the negotiation process for our student transportation contract agreement for the Fiscal Year 2020/2021. Mr. O'Sullivan suggested the starting point of a 5.75% increase. We will reach out to Mr. O'Sullivan over the next couple of weeks to continue negotiations.

### **ISIC Renewal**

There will be a motion to approve the ISIC Renewal (Illinois School Insurance Cooperative). This includes property, boiler, cyber bullying, legal insurance, etc. SPEED has had very few claims in terms of property, flood and things like that with ISIC resulting in a lower renewal premium. Last year the cost was \$45k, this year it is at \$37k.

Dr. Halliman interjected that although the cost of our policy has decreased, the overall cost for the entire ISIC policy has increased. One reason is a direct result of the two legal cases that we had a few years ago. ISIC cited our cooperative along with another as the reason for the current rates. There is a bit of turmoil with ISIC and some districts have pulled out, it is a lot smaller. The majority of our member districts are with CLIC. We are preparing for the worst case scenario. We are being proactive. Mr. Slattery has been asked to reach out to CLIC so we are not left unprepared should ISIC dissolve.

#### **410 South Ashland Update**

A "space for rent" advertisement has been placed in the Chicago Heights and Homewood Flossmoor Patch. It was suggested to post an ad in the Homewood Chronicle to generate a bit more traction.

#### **Bloom Township Annual Report**

Mr. Slattery also distributed the Bloom Township Trustees and Schools Annual Report for anyone that did not previously receive a copy.

#### **CLOSED SESSION**

At 7:57 p.m. Ms. Jones moved, seconded by Ms. Vlietstra that the Governing Board goes into Closed Session to discuss the employment, compensation, and/or performance of a specific employee of SPEED and to discuss pending, probable, and/or imminent litigation, and/or matters regarding students. Any items needing approval will be voted on during open session.

On a roll call vote: Mrs. Havighorst, District 153; Ms. Vlietstra, District 161; Ms. Dupee, District 163; Mr. Dixon, District 167; Ms. Tammy Jones, District 168; Ms. Sanders, District 170; Ms. Roop, 201U; Ms. King, District 206; and Ms. Bannon, District 233

Absent: Ms. Taylor, District 144, Mr. Bean, District 162; Mr. Sherman, District 169; Mr. Sons, District 172; Ms. Edwards, District 194; Ms. Preston, District 227

Nays: None

#### **CONSENT AGENDA**

Discussion: Ms. Bannon asked if Exit Interviews were conducted and if turnover was low/average? Dr. Halliman indicated that we do conduct exit interviews. Ms. Curry reported that turnover was average. Dr. Halliman interjected that turnover is much lower since she has been at SPEED.

Ms. Jones moved, seconded by Ms. Dupee that the Governing Board ratify the Consent Agenda items A through E as presented.

- A. Personnel Report
- B. Approval of Minutes of October 24, 2019
- C. Approval of Closed Session Minutes of October 24, 2019
- D. Approval of Recurring and Non-Recurring Bills for October, November, and December, 2019 and January, 2020 as presented.
- E. Approval of Imprest and Activity Funds of September through December, 2019

On a roll call vote: Mrs. Havighorst, District 153; Ms. Vlietstra, District 161; Ms. Dupee, District 163; Mr. Dixon, District 167; Ms. Tammy Jones, District 168; Ms. Sanders, District 170; Ms. Roop, 201U; Ms. King, District 206; and Ms. Bannon, District 233

Absent: Ms. Taylor, District 144, Mr. Bean, District 162; Mr. Sherman, District 169; Mr. Sons, District 172; Ms. Edwards, District 194; Ms. Preston, District 227

Nays: None

Motion carried.

**NEW BUSINESS**

**A. FY19 Audit**

Ms. Bannon moved, seconded by Ms. Sanders that the Governing Board ratify the report given by Legacy Professionals, LLP for the FY19 Audit as approved by the Operating Committee at its January 17, 2020 meeting.

On a roll call vote: Mrs. Havighorst, District 153; Ms. Vlietstra, District 161; Ms. Dupee, District 163; Mr. Dixon, District 167; Ms. Tammy Jones, District 168; Ms. Sanders, District 170; Ms. Roop, 201U; Ms. King, District 206; and Ms. Bannon, District 233

Absent: Ms. Taylor, District 144, Mr. Bean, District 162; Mr. Sherman, District 169; Mr. Sons, District 172; Ms. Edwards, District 194; Ms. Preston, District 227

Nays: None

Motion carried.

**B. Extended School Years Dates**

Ms. Jones moved, seconded by Ms. Dupee that the Governing Board ratify the dates of June 8, 2020 through July 9, 2020 for the 2020 Extended School Year program as approved by the Operating Committee at its January 17, 2020 meeting.

On a roll call vote: Mrs. Havighorst, District 153; Ms. Vlietstra, District 161; Ms. Dupee, District 163; Mr. Dixon, District 167; Ms. Tammy Jones, District 168; Ms. Sanders, District 170; Ms. Roop, 201U; Ms. King, District 206; and Ms. Bannon, District 233

Absent: Ms. Taylor, District 144, Mr. Bean, District 162; Mr. Sherman, District 169; Mr. Sons, District 172; Ms. Edwards, District 194; Ms. Preston, District 227

Nays: None

Motion carried.

**C. ISIC Renewal**

Ms. Roop moved, seconded by Ms. Dupee that the Governing Board ratify Approval of the ISIC Insurance Renewal in the amount of \$36, 690 as approved by the Operating Committee at its January 17, 2020 meeting.

On a roll call vote: Mrs. Havighorst, District 153; Ms. Vlietstra, District 161; Ms. Dupee, District 163; Mr. Dixon, District 167; Ms. Tammy Jones, District 168; Ms. Sanders, District 170; Ms. Roop, 201U; Ms. King, District 206; and Ms. Bannon, District 233

Absent: Ms. Taylor, District 144, Mr. Bean, District 162; Mr. Sherman, District 169; Mr. Sons, District 172; Ms. Edwards, District 194; Ms. Preston, District 227

Nays: None

Motion carried.

**OLD BUSINESS**

Dr. Halliman stated, for the record, that the PAE Student Presentation should have been listed under Old Business on the agenda. There were no other old business agenda items.

**AUDIENCE**

**INFORMATION**

Dr. Halliman reported that as soon as we get fliers ready for the upcoming workshops we will distribute. Per Dr. White, those fliers will go out within the next two weeks.

Attorney Hauser reminded the Board that a date for the Special Board meeting needed to be resolved. The Governing Board agreed to hold a Special Board Meeting on Wednesday, February 19 at 7:00 p.m. The agenda would only have two items which are to vote on the new IGA and to hear a presentation from Dr. Halliman and her cabinet regarding the State of the District.

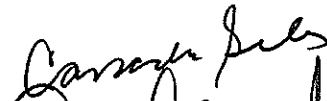
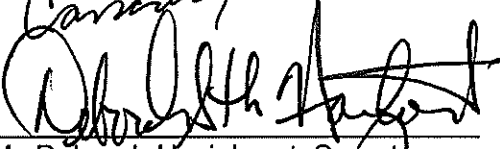
Dr. Halliman indicated that the detail behind the IGA is available on Google Docs. This information is available to all of the Superintendents. Dr. Halliman committed to give access to the entire Board so they could review/have access to the data as well.

**ADJOURNMENT**

Ms. Jones moved, seconded by Ms. Dupee to adjourn the meeting.

Motion carried by voice vote.

Ms. Havighorst adjourned the meeting at 8:10 p.m.

  
  
Ms Deborah Havighorst, Secretary  
Cassandra Giles, Recording Secretary

Date: 3/26/20

\_\_\_\_\_  
Mr. Bean, President  
SPEED Governing Board