

SPEED S.E.J.A. #802

OPERATING COMMITTEE MEETING MINUTES

Regular Meeting
SPEED Operating Committee
SPEED Building
9:00 a.m.

January 23, 2015

At 9:07 a.m. Mr. Thieman called the meeting to order.

ROLL CALL

On a roll call the following answered present: Dr. Patterson, 144; Ms. Mecozzi, 153; Mr. Doster, 161; Dr. Davis, 162; Dr. Moore, 167; Dr. Jackson, 169; Mr. Thieman, 194; and Dr. Navarre, 206.

Mr. Johnson arrived after the roll call and was present for Dr. Leak, 168 and Ms. Mecozzi, was present for Dr. Mitchell, 153.

Absent

Dr. Carmine, 163; Mr. Amadio, 170; Mr. Smyth, 172; Dr. Cunningham, 201U; Dr. Ayanlaja, 227; Dr. Mansfield, 233; and Mr. Bean.

Recognition of Visitors

Ms. Rossiter introduced Louise King and Jody Schneider, Auditors from Legacy Financial present to review the FY14 Audit.

Sharon Rossiter, Superintendent, was present as well as the following SPEED staff; Terri Sharpp, Director of Business/Finance; Kristin Elliott, Director of Professional Development and District Services; Sharon Curry, Director of Human Resources; Linda Wilson, PAL Program Principal; Felice Hybert, ELC Program Principal; Jessica Chen, Transition Program Principal; Dan Dannenberg, Technology Supervisor; and Janet Nozar, SEA President.

Report from Superintendent

Ms. Rossiter discussed the following:

- The Parent Workshop Academy held at SPEED had a good turnout and received positive feedback.
- Mesiraw, our workers compensation carrier had representatives from IPMG come to SPEED to conduct a presentation on school safety.
- Two SPEED teachers were nominated for the Golden Apple Award, they are Constance Riley and Monica Kolosh both from our Early Learning Center Program.
- Several SPEED staff members are participating in the Polar Plunge raising money for Special Olympics.
- On Thursday, January 29 at 6:00 p.m. the SPEED Transition Program will be dedicated to Dr. Geneva Walters, refreshments will be served. The Governing Board meeting will follow at 7:00 p.m.
- OT/PT billing will be a week late due to an error discovered in the calculation. After a review of the procedures, billing will now be based on actual cost of service and will not add an additional \$300 cost per evaluation. A formal proposal will be brought to the Governing Board meeting next week.

Financial Report

Ms. Sharpp, Director of Business and Finance reviewed the financial data mentioning revenues received totaled \$1.3 million and included \$58,000 from E-Rate funds, \$35,000 rent revenue from our tenants at the 410 Ashland building, and rebates from insurance carriers of approximately \$32,200. Medicare reimbursements will be submitted in February. SPEED is currently waiting for a property tax exemption for the 410 Ashland building. The payroll expense is 11.7% lower from last year.

Audit Report

Louise King and Jody Schneider, Legacy Financial, reviewed the FY14 audit and management letters. Deficiencies in internal control was mentioned and further discussed was moved to Closed Session.

CLOSED SESSION

At 9:40 a.m. Mr. Doster moved, seconded by Dr. Jackson that the Operating Committee goes into Closed Session to discuss the audit and personnel.

At 10:35 a.m. Mr. Doster moved, seconded by Dr. Davis that the Operating Committee returns to Open Session.

No Action required on issues discussed in closed session.

CONSENT AGENDA

Mr. Doster moved, seconded by Dr. Jackson that the Operating Committee approves the Consent Agenda as presented.

Personnel Report

Approval of Minutes of December 5, 2014

Approval of Closed Session Minutes of December 5, 2015

Imprest and Activity Funds for November, 2014

Approval of Recurring Bills from December 15, 2014 in the amount of \$4,911.80 and \$193,129.35.

Approval of Recurring Bills from December 24, 2014 in the amount of \$58,789.20 and January 12, 2015 in the amount of \$72,891.66.

Approval of Non-Recurring Bills from January 26, 2015 in the amount of \$348,902.82.

Worker's Compensation Insurance Audit payment of \$7,160 to the Illinois Counties Risk Management Trust (ICRMT).

Contract Services with Sunbelt Staffing, Inc. for a DHH Itinerant teacher at a rate of \$70.00 per hour for 7 hours per day, 3 or more days per week.

On a roll call vote: Ayes: 144, 153, 161, 162, 167, 168, 169, 194, and 206.

Nays: None

Motion carried.

END CONSENT AGENDA

NEW BUSINESS

Capitalization Threshold

Dr. Navarre moved, seconded by Dr. Jackson that the Operating Committee approves to increase the fixed asset capitalization threshold from \$500 to \$5,000.

On a roll call vote: Ayes: 144, 153, 161, 162, 167, 168, 169, 194, and 206.

Nays: None

Motion carried.

Policy Revisions

Dr. Davis moved, seconded by Dr. Patterson that the Operating Committee approves the revisions to maintain legal compliance as outlined by the IASB Press Plus Policy Subscription Service.

Motion carried by voice vote.

Donation

Dr. Navarre moved, seconded by Dr. Davis that the Operating Committee approves the donation of \$525.00 from the Rotary Club of Chicago Heights for the purchase of supplies and materials for the kindergarten students of the ELC Program.

Motion carried by voice vote.

ISIC Renewal

Dr. Davis moved, seconded by Mr. Doster that the Operating Committee approves the renewal of SPEED's general liability and school board legal liability insurance for the 2014-15 school year in the amount of \$46,067.

Motion carried by voice vote.

NEW BUSINESS – continued

Workers Compensation Insurance Plan

Dr. Patterson moved, seconded by Dr. Navarre that the Operating Committee approves the workers compensation invoice from Berkley Assigned Risk Services in the amount of \$106,196.

On a roll call vote: Ayes: 144, 153, 161, 162, 167, 168, 169, 194, and 206.

Nays: None

Motion carried.

OLD BUSINESS

Recurring Bills

Dr. Jackson moved, seconded by Dr. Patterson that the Operating Committee approves that the employee reimbursements for inter-district travel and pre-approved conference travel expense be paid with recurring monthly bills on the 15th and 30th of each month.

On a roll call vote: Ayes: 144, 153, 161, 162, 167, 168, 169, 194, and 206.

Nays: None

Motion carried.

Renovations of the Academy for Life Long Learning

Ms. Rossiter stated that she worked with Mario Planera, Architect, on phase III of the renovations of the transition site. She reviewed a PowerPoint that outlined a proposal to use 5,000 square feet of the 16,000 square feet of available space to be used by the approximately 40 students now attending the transition program. They will be in the program until they reach 21 years old where most will go on to live at home or some other type of assistive living environment. Our current facility does not meet the needs of our students; they need vocational skill training, daily living and social skills training, functional academics, and how to access the community.

OLD BUSINESS – continued

The transition building currently has insufficient office, instructional, custodial and storage space; the Independent and home living area does not have counter space, appliances or furniture, and does not resemble home living or a functional kitchen. Principal office space is limited and there is no area that would allow for confidential conversations. Classroom area has sound issues and distracts students.

The proposal is recommending that the area be constructed and used as a home living environment and set-up to resemble an apartment/home. In this area students will learn self-care, routine housekeeping, meal prep, clothing care, and general home living skills.

A separate instructional kitchen is being proposed and will offer students the opportunity to plan meals, how to purchase and store food, proper use of appliances, food prep, and clean up. This kitchen, as well as the apartment, will be available for member districts high school and transition programs to use and will be ADA compliant.

Instructional classrooms will be built to minimize distractions, reduce sound levels and allow for adequate academic work space.

Other areas considered for upgrading will be, adequate and safe storage for custodial supplies, including being compliant with all safety codes, a work area for teaching staff where communication between parents and other employees can take place without interruption by students, and a secure storage area for donated merchandise for the ALLURE store. Adequate lighting, technology infrastructure, and aesthetic repairs was also included in the proposal.

Phase III, originally presented as purchasing and rehabbing the house at 420 Ashland was estimated to cost \$1,700,000. The proposal using the current transition building, including contingencies has an estimated cost of \$732,000. The FY14 budget allocated \$150,000 to this project with an additional \$330,000 used from other accounts identified from FY14. The balance will be included in the FY15 budget with no overall increase.

Advertising for bids and a mandatory bid meeting is scheduled for February; construction will begin in June through mid-August with completion in time for the 2015/2016 school year.

Dr. Navarre moved, seconded by Dr. Patterson that the Operating Committee approves to move forward with the plans and budget as presented to complete Phase III renovations of the Academy for Life Long Learning.

On a roll call vote: Ayes: 144, 153, 161, 162, 167, 168, 169, 194, and 206.

Nays: None

Motion carried.

INFORMATION ITEMS

Audit Ending June 30, 2014 including Annual Financial Statement and Management Letter

SPEED Parent Workshop Academy

ADJOURNMENT

At 11:05 a.m. Mr. Thieman adjourned the meeting.

Dr. Gregory Jackson, Secretary Pro-Tem
Mary Keenan, Recording Secretary

Date: _____

Mr. David Thieman, President Pro-Tem
SPEED Operating Committee