



## Administrative Offices

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### **Minutes of the SWCCCASE Board of Directors Meeting December 13, 2023**

#### **CALL TO ORDER/ROLL CALL**

A meeting of the Board of Directors of the Southwest Cook County Cooperative Association for Special Education was called to order at 9:00 a.m. on Wednesday, December 13, 2023.

On roll call, the following members were found to be present: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Also present: Dr. O'Neil, Executive Director and Mr. Shumway, Business Manager. Absent: Dr. Roth and Dr. Sala.

#### **RECOGNITION OF PUBLIC**

Karyn Kempke, Union President, and Brandon Wigboldy, Union Vice President

#### **MOTION TO APPOINT DR. BRUNSON AS CHAIRPERSON**

A motion was made by Dr. Stawick and seconded by Dr. Nolting to appoint Dr. Brunson as Chairperson.

Upon roll call, the following voted aye: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Nays, none, whereupon the chairman declared the motion carried.

#### **PLACEMENT OF ITEMS ON THE CONSENT AGENDA**

A motion was made by Dr. Scarsella and seconded by Dr. Sikora, that upon the recommendation of Mr. Shumway, the following items be considered under a consent agenda, unless otherwise requested by the Board: Approval of the minutes of the November 15, 2023, Board of Directors Meeting, Invoices and Payroll, Employment of Professional Personnel, Employment of Educational Support Personnel, Request for Leave of Absence, Request for 1.0 FTE - Sign Language Interpreter, Request to Increase .6 FTE Occupational Therapist, and Board Policy 7:270 Administering Medicines to Students - Second Reading.

Upon roll call, the following voted aye: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Nays, none, whereupon the chairman declared the motion carried.

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CLOSED SESSION

A motion was made by Dr. Ticknor and seconded by Dr. Nolting to enter into a closed session at 9:02 a.m. to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative or legal counsel for the Cooperative, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Cooperative to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.

Upon roll call, the following voted aye: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Nays, none, whereupon the chairman declared the motion carried.

A motion was made by Dr. Scarsella and seconded by Dr. Stachowiak to return from closed session at 9:04 a.m.

Upon roll call, the following voted aye: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Nays, none, whereupon the chairman declared the motion carried.

REPORT OF THE  
BUSINESS MANAGER

STATEMENT OF  
POSITION AND  
REVENUE

Mr. Shumway presented the statement of position, revenue and expenditures for the period ending November 30, 2023.

SUBURBAN SCHOOL  
INSURANCE POOL

Mr. Shumway reported that the Southwest Cooperative is a member of the Suburban School Cooperative Insurance Pool (SSCIP). The 2024 insurance premium is \$71,256 which is a 6.5% increase over 2023. This increase is a result of a 12.2% increase in the traditional coverages and a 6.6% decrease in the cyber premium. Additionally, there is a \$5,736 charge for the cyber premium optional coverage increase of \$1,000,000 to the aggregate limit of \$3,000,000. The total SSCIP invoice is \$76,992.

FY25 SCHOOL  
TRANSPORTATION

Mr. Shumway reported that the Cooperative will begin the bid process for bus vendors in January. Districts will have the opportunity to opt in or out of using the Cooperative for transportation. The bus company will send invoices to the cooperative for review and then will be sent to the respective business manager for payment. The cooperative will employ 2 ESPs to coordinate transportation

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issues with the bus company, district, and parents. One will be available in the mornings for arrival and one in the afternoon for dismissal.

**FY25 FOOD SERVICE** Mr. Shumway reported that the Southwest Cooperative intends to be part of the Forest Ridge Elementary School District #142 formal food service bid. ISBE has encouraged the consolidation in order to receive more competitive bids for the 2024-25 School Year.

**REPORT OF THE  
EXECUTIVE  
DIRECTOR**

**COOPERATIVE  
HIGHLIGHTS** Dr. O'Neil reviewed various highlights from each program, including a video of third graders in the DHH program at River Valley performing part of a song in sign language.

**REGISTERED  
BEHAVIOR  
TECHNICIANS** Dr. O'Neil reported that during the November Local Directors meeting, districts discussed the possibility of training paraeducators to become Registered Behavior Technicians (RBT) due to the increase in behavioral concerns at the building level. RBT's are specially trained to respond to and address ongoing behavioral concerns with students. Some districts are utilizing RBT's and others are considering adding this position in their districts. Dr. O'Neil provided a brief presentation regarding the roles/responsibilities/training of RBT's as well as district level implications and considerations.

**FY25 PROJECTIONS** Dr. O'Neil reported that the districts will be provided with the projection form for services and programs provided by SWCCCASE for FY25. Projection sheets should be sent to Laurie Catanzaro no later than February 1, 2024.

**CONSENT AGENDA**

**APPROVAL OF  
MINUTES** The Board of Directors of the Southwest Cook County Cooperative Association for Special Education approved the open and closed minutes from the November 15, 2023 Board of Directors Meeting.

**APPROVAL OF  
INVOICES AND  
PAYROLL** The Board of Directors of the Southwest Cook County Cooperative Association for Special Education approved the November/December invoices in the amount of \$899,406.03. The November payroll in the amount of

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\$2,353,377.98 and the estimated amount of \$2,200,000 for the December payroll.

EMPLOYMENT OF  
PROFESSIONAL  
PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Start Date</u>	<u>Step/Column or Days</u>	<u>Annual Salary</u>
Knight-Cody, Lynn	SLP	DESTINY	12/1/2023	\$75/Hr	n/a

EMPLOYMENT OF  
EDUCATIONAL  
SUPPORT  
PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Start Date</u>	<u>Step/Column or Days</u>	<u>Annual Salary</u>
Chmenia, Agata	Paraeducator	CD Satellite	11/13/2023	1/License	\$24,203.00
Matthis, Dana	Paraeducator	Transition	11/27/2023	11/License	\$28,399.00
Muhammad, Dominique	Paraeducator	CD at MGW	11/8/2023	4/License	\$25,479.00

REQUEST FOR  
LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Type of Leave</u>	<u>Effective Dates</u>
Husar, Kaila	SLP	Itinerant	FMLA	11/13/2023-1/8/2024
Mefford, Megan	Teacher	Braun	FMLA	1/16/2024-4/19/2024
Miller, Victoria	Teacher	Transition	LOA	4/4/2024- 8/2024
Wegner, Elizabeth	Teacher	DESTINY	FMLA	2/29/2024-3/22/2024

REQUEST FOR 1.0  
FTE SIGN  
LANGUAGE  
INTERPRETER

The Board of Directors, upon the recommendation of the Executive Director, authorized the addition of 1.0 FTE Sign Language Interpreter to the DHH program.

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REQUEST TO  
INCREASE .6 FTE  
OCCUPATIONAL  
THERAPIST

The Board of Directors, upon the recommendation of the Executive Director, authorized the increase of a .6 FTE Occupational Therapist to meet student IEP minutes.

BOARD POLICIES -  
SECOND READING

The Board of Directors, upon the recommendation of the Executive Director, approved the second reading of policy 7:20 - Administering Medicines to Students.

**ACTION ITEMS**

APPROVAL OF  
CONSENT AGENDA

A motion was made by Dr. Stachowiak and seconded by Dr. Stawick to approve the consent agenda.

Upon roll call, the following voted aye: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Naves, none, whereupon the chairman declared the motion carried.

ADJOURNMENT

A motion was made by Dr. Sikora and seconded by Dr. Stachowiak to adjourn the meeting at 9:30 a.m.

Upon roll call, the following voted aye: Dr. McConnell, Dr. Stachowiak, Dr. Scarsella, Dr. Stawick, Dr. Brunson, Mr. Johnson, Dr. Ticknor, Dr. Sikora, and Dr. Nolting. Naves, none, whereupon the chairman declared the motion carried.

Respectfully submitted,

DocuSigned by:

  
586A398577684CF  
Dr. Mary Ticknor  
Board Secretary