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Christan Schrader  
Director

**SUPERINTENDENTS' ADVISORY COMMITTEE MEETING**  
**January 10, 2018**

**Members Present:** Ron Jacobs, Scott Petrie, Joe Blessman, Carl Johnson, Scott McKissick, Shannon Bumann, Lanty McGuire, Terri VanDeWiele, Alan Boucher, Perry Miller, Jay Morrow and Mike Oberhaus

**Members Absent:** Andy Richmond, Kristin Humphries and Tammy Muerhoff (Ex-officio)

**BHASED Staff:** Christan Schrader, Dawn Swanson, and Joyce Utz

**Guests:** Mike Parrott of Arthur J. Gallagher

1. Preliminary

A. Call to Order

The Superintendents' Advisory Committee (SAC) meeting was called to order at 12:00 by Chairman Mike Oberhaus.

B. Approval of Minutes – November 1, 2017

Dr. Morrow made the motion to approve the November 1, 2017 SAC minutes as presented. Mr. Johnson seconded the motion. The motion carried unanimously by a voice vote.

6. Health Insurance – ISC Presentation

Mr. Mike Parrott, of Arthur J. Gallagher, gave a presentation on a health insurance cooperative. Mr. Parrott shared information on how the cooperative works.

2. Blanket Motion

Dr. VanDeWiele made the motion to blanket agenda items 3B, 4 and 5. Mr. McKissick seconded the motion. The motion carried unanimously by a roll call vote. Ayes: Mr. Jacobs, Mr. Petrie, Mr. Blessman, Mr. Johnson, Mr. McKissick, Mr. Bumann, Mr. McGuire, Dr. VanDeWiele, Mr. Boucher, Mr. Miller, Dr. Morrow and Dr. Oberhaus. Nays: None.

3. Business Office

B. Recommendation to Approve Bills – November & December 2017

4. Personnel

4.1 Employment:

A. Piper Nichols, Black Hawk Center Paraprofessional (Start date 11/13/17)

B. Abigail Scott, Black Hawk Center Paraprofessional (Start date 11/17/17)

C. Jennifer Fordyce, Special Education Teacher (Start date 1/4/18)

D. Sarah Jecks, Pre-K Early Childhood Teacher (2018-19 school year)

E. Leslie Henkel, Pre-K Early Childhood Teacher (2018-19 school year)

4.2 Resignation:

A. Michelle Curtis, Phoenix Program Teacher (Effective 1/1/18)

B. Kasheena Glass, Black Hawk Center Paraprofessional (Effective 11/20/2017)

5. Policies – Second Reading

Recommend approval of the following policies: 2:100; 2:250; 2:260; 4:15; 5:10; 5:20; 5:120; 5:125; 5:185; 5:230; 5:300; 6:70; 7:20; 7:50; 7:100; 7:180; 7:275; 8:30; and 8:70.

3. Business Office

A. Finance Department Report

Dawn Swanson stated the BHASED on-site audit will be next week. The Business Office has finalized the necessary documentation on the copy machine lease; dealt with building repairs; and been working on upgrading the electronic time clocks to offer more options for employees. With the new software program implemented at the beginning of this school year, training webinars are available,

free of charge, to assist the Business Office staff in learning all aspects of the program. A local user group, headed by Wendi Harrell from the Silvis school district, has been organized which will provide local support. Credit card software and activity tracking software will be implemented in the near future. Electronic time-off requests will be introduced soon. After the audit is completed, the restructuring of account numbers will begin.

Dr. Oberhaus requested Financial Statements thru December 2017 be shared with the SAC at their February meeting.

7. Annual Needs Assessment

Christan Schrader shared the annual needs assessment survey results. BHASED Special Education Coordinators will share more detailed, district specific results with their assigned Districts later this month or in early February. A large number of responses indicated a need for more Psychologist/Social Worker services; districts also expressed needing more supports for students with social/emotional disabilities.

8. Deaf and Hard of Hearing Program Transition

Christan Schrader shared with the SAC the proposed 5 year plan to transition the Deaf and Hard of Hearing Inter-district program from Moline administering to BHASED administering. This plan was reviewed by the SAC; Christan was directed to send this to the attorney to have a formal agreement drawn up.

9. Executive Session

Mr. Jacobs made the motion to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Mr. Bumann seconded the motion. The motion carried unanimously by a voice vote. The SAC went into Executive Session at 12:44 p.m.

Mr. Jacobs made the motion to return to Open Session. Mr. Blessman seconded the motion. The motion carried unanimously by a voice vote. The SAC returned to Open Session at 1:12 p.m.

Mr. Blessman made the motion to approve intermittent unpaid leaves of absences through the remainder of the 2017-18 school year for Jacklin Day and Tammie Holland. Mr. Bumann seconded the motion. The motion carried unanimously by a voice vote.

10. Informational Items

1. Building and Grounds Committee – The following individuals volunteered to serve on the Building and Grounds Committee: Joe Blessman, Ron Jacobs, Jay Morrow, Kristin Humphries, and Shannon Bumann. The Committee will be meeting in the near future to discuss upgrading pipes and heating/cooling units at the Center and a new roof and HVAC system at Phoenix.
2. Third Quarter Billings – Third quarter billings were sent out the end of December. Christan handed out a detailed explanation of how districts are billed. The SAC was reminded the itinerant billings are based upon services provided last year. Districts have the opportunity to review the students and service minutes provided this year for billings next year. This process was changed last year due to cash flow concerns. With the new education bill changing the cash flow scenario, Dr. Oberhaus suggested the Administration and Finance Committee meet to begin discussing revising the billing practices.
3. Annual Request for BHASED Services – Each Superintendent was mailed a form indicating what BHASED provided services (Psych, SSW, SLP) they currently receive and what they are requesting for next year. Please return these to BHASED by February 1, 2018.
4. Lead Testing Results and Actions – Water was tested at the Center and Phoenix and several faucets/fountains were over the 5 ppm limit. Results were sent to staff, families and posted on our webpage. Four faucets at Phoenix tested over the 5 ppm limit; two were taken out of service and the other two were fine after they were flushed; a flushing protocol for each day has been established. Several faucets/fountains were affected at the Center. We have replaced or removed all of the fountains and removed a couple of others that were very old. We had our second round of testing completed prior to Christmas but have not received the results.

5. Excess Cost Worksheets – Due to BHASED by January 19<sup>th</sup>.
6. Phoenix/Center Updates – No update was received from the Center. The Phoenix program reported the following:
  - 25 food baskets were distributed at Christmas time.
  - With the help of staff donations, each student received a fun/functional Christmas gift.
  - Rich Kraft, former BHASED employee, played Santa Claus for the 13 year in a row.
  - 9 beds were donated from Slumberland and given to 5 families in need.
  - Desks were obtained from St. Ambrose to refurbish.
  - 1 student will graduate in January; 4 are scheduled to graduate in May.
  - There are currently 53 students enrolled with 5 new referrals in process.

There being no further business, Mr. Bumann made the motion to adjourn. Mr. Jacobs seconded the motion. The motion carried unanimously by a voice vote. The SAC meeting was adjourned at 1:31 p.m.

Respectfully,

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Dr. Mike Oberhaus, Chairman

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Ms. Christan Schrader, Secretary