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Christan Schrader  
Director

**SUPERINTENDENTS' ADVISORY COMMITTEE MEETING**  
**January 8, 2020**

**Members Present:** Mr. Ron Jacobs, Mr. Joe Blessman, Dr. Carl Johnson, Mr. Scott McKissick, Dr. Kristin Humphries, Dr. Terri VanDeWiele, Dr. Reginald Lawrence, Mr. Perry Miller, Dr. Jay Morrow, and Mr. Alan Boucher

**Members Absent:** Mr. Scott Petrie, Mr. Shannon Bumann, Dr. Rachel Savage, Mr. Andy Richmond and Tammy Muerhoff (ex-officio)

**BHASSED Staff:** Ms. Christan Schrader, Ms. Dawn Swanson, and Ms. Terri Sinde

1. Call To Order: Chairman Perry Miller, called The Superintendents' Advisory Committee (SAC) meeting to order at 12:01 p.m. Roll Call: Mr. Ron Jacobs, Mr. Joe Blessman, Dr. Carl Johnson, Mr. Scott McKissick, Dr. Kristin Humphries, Dr. Terri VanDeWiele, Dr. Reginald Lawrence, Mr. Perry Miller, Dr. Jay Morrow, and Mr. Alan Boucher

2. Blanket Motion

Dr. VanDeWiele made the motion to blanket approve agenda items 3, 4C, 5A, 5B, and 7. Dr. Morrow seconded the motion. The motion carried unanimously by a roll call vote.

3. Approve Minutes of October 2, 2019 Meeting

4C. Approve Activity Account Balances- October, November, and December 2019

5A. Employment Recommendations:

1. Mary Armstrong, Paraprofessional - BHAEC.
2. Sirena Nielsen, Paraprofessional - BHAEC.
3. Emily Wates, Paraprofessional - BHAEC.
4. Nikki Castillo, Paraprofessional - BHAEC.
5. Cecelia Mitchell, Paraprofessional - Phoenix Program.
6. Brian Davis, Paraprofessional - BHAEC.
7. Angelina Moreno, Paraprofessional - BHAEC.
8. Haley Resler, Paraprofessional - BHAEC.
9. Debra Randles, Paraprofessional - BHAEC

5B. Resignations:

1. Tim Seward, Paraprofessional - BHAEC.
2. Candy Hart-Echols, Paraprofessional - BHAEC.
3. Kelsey Sterling, Paraprofessional - BHAEC.
4. Kelly Barton, Paraprofessional - Phoenix Program.
5. Allison Goebel, Paraprofessional - BHAEC.
6. Rebecca Wilson, Physical Therapist.
7. Marcia Holland, 1:1 Nurse.
8. Jodee Waffle, Paraprofessional - BHAEC

7. Policy Reviews and Revisions

Waive the first policy reading and approve updates presented for the following policies:  
2:20, 2:100, 2:105, 2:110, 2:110, 2:200, 2:220, 2:230, 2:260, 4:15, 4:30, 4:60, 4:80, 5:10, 5:20,  
5:30, 5:50, 5:90, 5:100, 5:120, 5:200. 5:220. 5:250, 5:290, 5:330, 6:20, 6:150, 7:20, 7:150,  
7:180, 7:270, 8:30, Exhibits 2:140 and 2:220.

4. Business Office

A. Finance Department Report

Ms. Swanson reported that the financial audit fieldwork was performed on November 14, 2019. The closing conference with the audit team is scheduled for January 10, 2020.

BHASED renewed our Illinois Sales Tax Exemption in November of 2019 for another five years.

On January 7, 2020 Ms. Swanson and a member of the BHASED District Office team met with an IRS field agent regarding a 2015 W-2 issue. Hard copies of W-2's were sent in February of 2018 and we know they were received and reconciled with Social Security, but the IRS has not received the information from the Social Security office. The IRS is now processing these files and the field agent is confident any fees related to this case will be abated. The field agent was impressed with all of our documentation and communications with the Social Security Commission.

A riding Lawn Mower and Snow Blower were purchased for the Center. The Center will discontinue lawn maintenance services for this property.

B. Approve Bills Payable – October, November, and December 2019

Dr. VanDeWiele had questions regarding the bills payable. She inquired about how long we have had the storage unit for Phoenix. It was shared with the Committee that we have had a storage unit with American Storage in Carbon Cliff for more than five years and it is used to store supplies and old student records. Administration shared that the new lawn mower and snow blower are housed at the District Office in the garage.

Dr. VanDeWiele then inquired about the purchase of the van for the vocational department and asked if it had been included in the annual budget. Administration affirmed that it had been and shared that the need for a new van had been discussed in the spring and fall of this year with this Committee. Dr. Morrow inquired if the District received bids or pursued prices from any other car dealerships in the area prior to purchasing. Administration shared that they had shopped around at other dealerships and bids were not obtained as it was under the bid requirement.

Dr. VanDeWiele made a motion to approve the October, November, and December 2019 bills. Mr. Blessman seconded the motion. The motion carried unanimously by a roll call vote.

6. Annual Needs Assessment

Ms. Schrader reported that as a requirement of the IDEA Flow Through Grant, the Cooperative is required to complete an annual Needs Assessment process. Ms. Schrader shared the results of this year's annual survey. Behavior and social emotional support/services were again identified as an area of need. Professional Development needs are similar to prior years with behavior, trauma, SEL, and de-escalation training as the most requested. She went on to state that the results of these surveys will be used to determine and help BHASED plan for professional development offerings as well as programming needs for the upcoming school year.

In addition to these surveys, the Director and Business Manager will meet with each department or program to discuss their current program, goals for the upcoming school year, and initial budgeting requests. We will specifically be discussing changes to the D/HH Program, the Vocational department/program, expansion of Center programs, custodial services for our buildings, school psychology interns, and use of the BCBA candidates.

Ms. Schrader also reported on the urgent need for more space in order to expand our programs to accommodate the students on the waiting list. BHASED is specifically looking for classrooms for the following programs: 18-22 year old program, Pre-School, Elementary Autism, and Deaf and Hard of Hearing. It was requested that Ms. Schrader provide the Committee with trend data for students and disabilities in order to better help them understand the needs.

Ms. Schrader noted that the annual request for BHASED services will be sent to the Superintendents later this week. Districts will formally request support services they would like to purchase for the upcoming school year. This allows for RIF and recruiting/hiring efforts if needed.

8. Executive Session

Dr. Carl Johnson 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. Jacobs seconded the motion. The motion carried unanimously by a roll call vote. The Committee entered into Executive Session at 12:51 p.m.

The Committee returned to Open Session at 1:49 p.m. Roll call was taken: Mr. Ron Jacobs, Mr. Joe Blessman, Dr. Carl Johnson, Mr. Scott McKissick, Dr. Kristin Humphries, Dr. Terri VanDeWiele, Dr. Reginald Lawrence, Mr. Perry Miller, Dr. Jay Morrow, and Mr. Alan Boucher

Mr. Blessman made a motion to approve an intermittent unpaid leave for employee "A". Dr. Humphries seconded the motion. The motion carried unanimously by a roll call vote.

9. BHASED Program Reports

The Center program has accepted 25 new students from the waiting list to date and there are 17 students still on the waiting list.

This brings the total number of enrolled students to 152 at the Center.

Phoenix enrollment is at 51 students. Due to the addition of a few challenging high school students new enrollments are being slowed until things stabilize.

10. Director's Report

Ms. Schrader reported that a FOIA request was received earlier this week from Joe Hart at IEA requesting information on non-certified staff who are not covered by the CBA. Ms. Schrader consulted with the attorney regarding the request and information will be provided.

CPI trainings have all been extended to be at least 8 hours long in order to meet ISBE's new requirements. BHASED has two more staff members going through the training process to become trainers in order to help support our member districts.

Ms. Schrader and three BHASED Coordinators presented at the Rock Island's Teaching and Learning Conference on a variety of topics. Ms. Schrader thanked Dr. Lawrence for the opportunity.

Ms. Schrader will be attending the ISPA Conference at the end of this month in hopes of recruiting more school psychologists to the Cooperative

The ISBE Guidance Document and FAQ for the Emergency Rules for Time Out and Physical Restraint were shared with Superintendents the last week of December. As part of that email from ISBE Districts were directed that if they do not have any historical time out or physical restraint data to submit that ISBE wanted an email sent to them noting just that.

Ms. Schrader participated in another meeting with special education directors from across the state this week and they shared concerns about communications from ISBE not being sent to special education directors. Someone was appointed to reach out to ISBE to see if this can get remediated.

There being no further business, Mr. Jacobs made the motion to adjourn. Mr. Blessman seconded the motion. The motion carried unanimously by a voice vote. The Committee meeting was adjourned at 2:07 p.m.

Respectfully,

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Mr. Perry Miller, Chairman

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Ms. Christan Schrader, Secretary