



4670 11th Street
East Moline, IL 61244
309-796-2500
309-796-2911 Fax

Christan Schrader
Director

GOVERNING BOARD MEETING MINUTES
January 21, 2020

Members Present: Sue Ickes, Kevin Rossmiller, Tab Balmer, Julie Wittenauer, Janet Flaherty, Gary Rowe, Amber Sensabaugh, Sue Lyon, and Tammy Muerhoff (Ex-Officio)

Members Absent: Aaron Kayser, John Barton, Eva Gonzelez, Liz Bornhoeft, Deb Faralli, and Justin Anderson

BHASSED Staff: Christan Schrader, Dawn Swanson, and Terri Sinde

Guests: Mr. Perry Miller, Rockridge Superintendent; Russ Rumbold, Gorenz & Associates

1. Call to Order and Roll Call

The Governing Board meeting was called to order at 6:00 p.m. by President Kevin Rossmiller. Roll Call: Sue Ickes, Kevin Rossmiller, Julie Wittenauer, Janet Flaherty, Gary Rowe, Amber Sensabaugh, Sue Lyon, and Tammy Muerhoff (Ex-Officio)

2. Blanket Motion

Sue Ickes made a blanket motion to approve agenda items 3, 4C, 4D, 5A, 5B, and 7, minus policy 7:270. Amber Sensabaugh seconded the motion. The motion carried unanimously by a roll call vote.

3. Approve Minutes of October 15, 2019 Meeting

4. C. Approve Bills Payable – October, November, and December 2019

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

5. Personnel

A. Employment

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.
10. Rylee Leubbe, Paraprofessional – BHAEC.
11. Leigh Ann Nixon, Paraprofessional – BHAEC
12. Erin Peiffer, Physical Therapist

B. 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.
9. Julie Wondergem, Paraprofessional – BHAEC.
10. Brandon Sattizahn, Paraprofessional – BHAEC.
11. Abigail Scott, Paraprofessional – BHAEC.

4A. Presentation of the FY 2019 Audit

Russ from Gorenz and Associates presented the Audit report to the Governing Board.

Mr. Balmer arrived at 6:03

4B. Financial 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.

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.

8. Executive Session:

At 6:40 Gary Rowe made the motion to go into Executive Session. The motion was seconded by Tab Balmer.

The Governing Board exited Executive Session at 7:05. Roll Call: Sue Ickes, Kevin Rossmiller, Talbert Balmer, Julie Wittenauer, Janet Flaherty, Gary Rowe, Amber Sensabaugh, and Sue Lyon.

Motion out of Executive Session: Sue Ickes made a motion to approve intermittent unpaid leave for Employee "A" and Employee "B" through the remainder of this school year; Mr. Rowe seconded the motion. The motion carried unanimously by roll call vote.

9. School Maintenance Project Grant Application

The Governor's Office of Management and Budget has released approximately \$44 million for the FY 2020 School Maintenance Project Grant (SMPG) Round One. The SMPG is a dollar for dollar state matching grant program that provides awards up to \$50,000 to grantees exclusively for the maintenance or upkeep of buildings or structures for educational purposes. Special education cooperatives were included in this year's grant so we are hoping to be able to take advantage of this opportunity.

In conjunction with our architect, BHASED has developed a list of Health Life Safety projects that we would like to include as part of our application. These projects were included on the approved 10-year HLS survey completed in 2016. The work items we would like to use grant funds for have been highlighted on the corresponding pages with the priority item being to replace the existing boiler system at the Phoenix program. It is so old that we are no longer able to get parts for it. In discussing this project with the architect and engineer they believe the project costs estimated back in 2016 will have increased and would come in very close to the \$100,000 limit for the project(s).

With the matching grant, the Cooperative would be obligated to pay for any expenses in excess of the \$50,000 provided by ISBE. The intent is to use existing local cash reserves to pay for the SMPG project and not assess member districts any additional costs.

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In conjunction with our architect, BHASED has developed a list of Health Life Safety projects that we would like to include as part of our application. These projects were included on the approved 10-year HLS survey completed in 2016. The Director provided a list of work items we would like to use grant funds for.

With the matching grant, the Cooperative would be obligated to pay for any expenses in excess of the \$50,000 provided by ISBE. The intent is to use existing local cash reserves to pay for the SMPG project and not assess member districts any additional costs.

Janet Flaherty made the motion to approve the School Maintenance Grant Application, and Sue Lyon seconded the motion. The motion carried unanimously by a roll call vote.

10. 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.

11. Director's Report

CPI trainings have all been extended to be at least 8 hours long in order to meet ISBE's new requirements.

Ms. Schrader and three BHASED Coordinators presented at the Rock Island's Teaching and Learning Conference earlier this month.

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

There being no further business, Tab Balmer made the motion to adjourn. Janet Flaherty seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:21 p.m.

Respectfully,

Kevin Rossmiller, President

Terri Sinde, Recording Secretary