



SPECIAL EDUCATION DISTRICT OF MCHENRY COUNTY

COMMITTEE OF THE WHOLE MINUTES

August 28, 2017

The meeting was called to order at 1:34 p.m.

Present: Lea Damisch, Dr. Debbie Ehlenburg, Dr. Betsy Les, Dr. Linda Dujmovich, Dr. Kim Qualls, Dr. Tim Burns and Ms. Kimberly Egerstaffer. Ms. Karen Parks and Mr. Bryan Millard attended as visitors.

Approval of Minutes: Ms. Damisch moved to approve and, Dr. Les seconded to approve the minutes from the July 28, 2017 meeting minutes, Motion carried.

Old Business:

New Business:

Eligibility for Service on Executive Board: Dr. Burns went over the resolution to appoint the next Board Members. Two Board Members will have to be temporarily seated due to a retirement and resignation. Dr. Burns listed the dates of when the new seated Board Members would up. Ms. Damisch suggested that the Articles of Joint Agreement be checked to see how long a replacement Board Member would be able to stay on.

Recall of RSSP Personnel: Dr. Burns discussed with the Board that Leslie Schermerhorn requested that SEDOM call back the Regional Safe Schools staff. She suggested that there would be no raises this year. The staff would be hired back at last year's salary.

IDEA Grant Carryover Usage – ABC Sign up: Dr. Burns discussed the possibility of using IDEA Grant Carryover funds to purchase a Staff Development Management software system. He explained that the current process is paper driven and very cumbersome. Dr. Burns touched on some of the features the software has. For a \$5400.00 one-time fee, the software has an easy user interface for professional development, it keeps records of CPDU's and there is no lag time of facilitators. SEDOM will have more control of information. The Board thought it would be a good idea to try it out.

District 47 to Request for Student Activity Account Disbursement: Dr. Burns presented a letter that was given to him by the Assistant Superintendent of Business, Cathy Nelson from Crystal Lake Elementary District #47. She expressed that in the best interest of the students and communities of the member districts the SEDOM activity funds should be disbursed back to the member districts to give additional resources to students. Dr. Burns discussed the various ways the funds were collected over the years. Ms. Damisch pointed out that last year the many funds were consolidated into a few. A Student Assistance Account was created as well as leaving funds in the Deaf/Hard of Hearing and Knaack fund. A procedure was set up by Ms. Kathy Wilhoit and the PPS directors to request these funds. Dr. Burns revamped the SEDOM website to include these forms and created better access to them. The Board requested that the funds remain where they are at and instructed Dr. Burns to go over the procedures again with the PPS directors. The funds will be re-evaluated in January or February. Dr. Burns will inform Ms. Nelson of their decision.

Review of 2018-2019 SEDOM Goals: Dr. Burns reviewed the development draft of board goals for 2017-2018. The individual goals were reviewed with the Board. Dr. Burns communicated to the Board that he would bring the goals to the PPS directors. The emphasis would be to how SEDOM would best service the districts within the Cooperative.

FY 17 Financial Audit: Dr. Burns notified the Board that SEDOM's Audit had been completed and that there were no findings. He also informed the Board that the Auditors were satisfied with how SEDOM has been managing last year's finding. Ms. Damisch reviewed her conversation with Amanda Ryan, the Auditor who completed the Audit from Eder, Casella & Company. Ms. Ryan was pleased with the outcome of the Audit and indicated that all the finances were in good order. Dr. Burns informed the Board that the Audit Reports should be done in a couple of weeks.

Finance: June Financial Reports: Financial statements for July were reviewed noting the percentages of revenue and expenses compared to the budget for each fund as of July 31, 2017, 8%% of the FY18 fiscal year is complete. Revenues are received at 11.41% and expenditures are at 16.80%. Outstanding receivables as of July 31, 2017, are \$66,850.27 for all funds For the Education fund now revenues are received 11.62% while expenditures are at 17.17%. Excluding Member District transfers, State TRS and the Regional Safe Schools Program. SEDOM revenues are at 1.35% of the budget and expenditures are at 7.9%. Outstanding receivables as of July 31, 2017, are at \$66,850.27 Now in the Transportation fund, revenues are received at 0% of the budget while expenditures are at 0% of budget. Outstanding receivables as of July 31, 2017, are \$0.00. Now in the Operations & Maintenance Fund revenues are received at 3.27% of budget while expenditures are at 2.50%. Outstanding receivables as of July 31, 2017, are \$0. Now in the Debt Service Fund revenues are received at 0% of the budget while expenditures are 0%. Outstanding receivables as of July 31, 2017, are \$0.

August Bill List: The August bills totaled \$142,795.48. Of this total, 70% of the total bills were payments back to member districts. IDEA reimbursements claimed by member districts total \$93,092.00. Administration is recommending the approval of the August Bills and reasonable and customary bills through August 31, 2017.

Facilities:

Exterior Signage Update: Dr. Burns reviewed the timeline for the SEDOM Signs. Examples were shown on page 53 or the Board Packet. Dr. Burns informed the Board that it would be about four to six weeks for the signs to be completed and he gave a brief description of where they would be located.

Woodstock 200 Classroom at Northwood Middle School: Dr. Burns informed the Board of his meeting with Dr. Michael Moan, Superintendent. Dr. Moan informed Dr. Burns that per the Limited Joint Building, Leasehold and Use Agreement if SEDOM does not use the Addition for two consecutive school years, then in such event SEDOM's interest, if any at that time, shall vest solely in DISTRICT #200. Dr. Burns researched the Huntley Classroom Agreement and this is not a concern with them. The verbiage in the contract had been changed. Dr. Burns asked the Board if he should formally acknowledge that what Dr. Moan presented is accurate. The Board did find an error in the contract and asked for Dr. Burns to call the lawyer and see if the agreement is null and void due to the error.

Potential SEAL leasing of SEDOM/H158 Classrooms- Dr. Burns informed the Board that there is a room being used at one of the classrooms in Huntley. The room is used for the Vision Equipment as a storage area. Vision Itinerants come and go into the room. Dr. Burns expressed his concern as he did not know how the equipment is checked out. He has a meeting with Kevin Wolf of Huntley to visit out the classrooms.

The meeting was adjourned at 2:12 p.m.

The Next meeting of the Committee of the Whole will be held on Monday, September 25, 2017 at 1:30 p.m. in the SEDOM Board Room.