

# **SPEED S.E.J.A. #802**

## **GOVERNING BOARD MEETING MINUTES**

Regular Meeting  
SPEED Governing Board  
Transition Building  
410 Ashland Avenue  
7:00 p.m.

January 29, 2015

The Governing Board meeting began immediately following the dedication of the Transition Building to Dr. Genevra Walters.

At 7:00 p.m. Mr. Bean called the meeting to order.

### **ROLL CALL**

On a roll call vote the following answered present: Ms. Jordan, 144; Mr. Brabec, 153; Ms. Braxton, 163; Mrs. Jones, 168; Ms. Edwards, 194; Mrs. Sanders, 201U; Dr. Woods, 227; Dr. Mayer, 233; and Mr. Bean.

Mrs. Sanders, 201U arrived after the roll call.

### **Absent**

Mrs. Langston, 161; Mr. Dixon, 167; Mr. Sherman, 169; Mr. Carr, 170; Mr. Walstra, 172; and Mr. Aprati, 206.

### **Recognition of Visitors**

Ms. Rossiter introduced Louise King and Jody Schneider, Auditors from Legacy Financial and Sharon Davenport, Board President from District 168.

**Recognition of Visitors** - continued

Sharon Rossiter, Superintendent, was present as well as the following SPEED staff; Terri Sharpp, Director of Business/Finance; Sharon Curry, Director of Human Resources; Otis Taylor, IND Program Principal; April Brown, IND Program Assistant Principal; Linda Wilson, PAL Program Principal; Lisa Schouten, PAL Program Assistant Principal; Felice Hybert, ELC Program Principal; Allison Cirone, ELC Program Assistant Principal; and Jessica Chen, Transition Program Principal.

**Report from Superintendent**

Ms. Rossiter acknowledged the dedication of the Academy for Lifelong Learning to Dr. Walters went very well. She updated the Board on the ongoing initiatives happening at SPEED such as the parent academy and developing curriculum.

**Financial Report and Report by Legacy Financial**

Louise King and Jody Schneider, Auditors from Legacy Financial, were present to review the FY14 audit and management letters.

Terri Sharpp, Director of Business and Finance gave a report on the finances including revenue and expenditures. She stated that payroll is 11.7% down from last year. Miscellaneous revenue received was from E-Rate, Department of Human Services (DORS), rent from the tenants at the 410 Ashland building, rebates received from insurance carriers for a total of \$1.3 million received in revenue. SPEED is currently waiting for a property tax exemption for the 410 building.

**CONSENT AGENDA**

Mr. Brabec moved, seconded by Mrs. Jones that the Governing Board ratifies the Consent Agenda as follows:

Personnel Report

Approval of Minutes of December 11, 2014

Approval of Closed Session Minutes of December 11, 2014

Imprest and Activity Funds

Ratification of Recurring Bills from December 15, 2014 in the amount of \$4,911.80 and \$193,129.35.

**CONSENT AGENDA** - continued

Ratification of Recurring Bills from December 24, 2014 in the amount of \$58,789.20 and January 12, 2015 in the amount of \$72,891.66.

Ratification of Non-Recurring Bills from January 26, 2015 in the amount of \$348,902.82.

Worker's Compensation Insurance Audit payment of \$7,160 to the Illinois Counties Risk Management Trust (ICRMT).

Contract Services with Sunbelt Staffing, Inc. for a DHH Itinerant teacher at a rate of \$70.00 per hour for 7 hours per day, 3 or more days per week.

On a roll call vote: Ayes: 144, 153, 163, 168, 194, 201U, 227, 233, and Mr. Bean.

Nays: None

Motion Carried.

**END CONSENT AGENDA**

**NEW BUSINESS**

Capitalization Threshold

Ms. Jordan moved, seconded by Mr. Brabec that the Governing Board ratifies to increase the fixed asset capitalization threshold from \$500 to \$5,000 as discussed by the Auditors.

Motion carried by voice vote.

OT/PT Billing Calculations

Mr. Brabec moved, seconded by Mrs. Jones that the Governing Board ratifies the change in billing calculations for OT/PT services billed to the member districts.

Motion carried by voice vote.

**NEW BUSINESS** - continued

Policy Revisions

Ms. Jordan moved, seconded by Dr. Mayer that the Governing Board ratifies the revisions to maintain legal compliance as outlined by the IASB Press Plus Policy Subscription Service.

Motion carried by voice vote.

Donation

Mr. Brabec moved, seconded by Mrs. Edwards that the Governing Board ratifies the donation of \$525.00 from the Rotary Club of Chicago Heights for the purchase of supplies and materials for the kindergarten students of the ELC Program.

Motion carried by voice vote.

ISIC Renewal

Mrs. Jones moved, seconded by Ms. Jones that the Governing Board ratifies the renewal of SPEED's general liability and school board legal liability insurance for the 2014-15 school year in the amount of \$46,067.

On a roll call vote: Ayes: 144, 153, 163, 168, 194, 201U, 227, 233, and Mr. Bean.

Nays: None

Motion Carried.

Workers Compensation Insurance Plan

Mr. Brabec moved, seconded by Mrs. Jones that the Governing Board ratifies the workers compensation invoice from Berkley Assigned Risk Services in the amount of \$106,196.

On a roll call vote: Ayes: 144, 153, 163, 168, 194, 201U, 227, 233, and Mr. Bean.

Nays: None

Motion Carried.

## **OLD BUSINESS**

### Recurring Bills

Dr. Mayer moved, seconded by Mrs. Sanders that the Governing Board ratifies that the employee reimbursements for inter-district travel and preapproved conference travel expense be paid with recurring monthly bills on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

Motion carried by voice vote.

### Renovations to the Academy for Life Long Learning

Ms. Rossiter reviewed a PowerPoint outlining her proposal for renovations to be done at the Transition Building since SPEED is no longer purchasing the house at 420 Ashland Avenue. The transition building currently has insufficient office, instructional, custodial and storage space; the Independent and home living area does not have sufficient counter space, appliances or furniture, and does not resemble home living or a working functional kitchen. Principal office space is limited and there is no area that would allow for confidential conversations. Classroom area has sound issues and distracts students.

The proposal is recommending that 5,000 square feet of the 16,000 square feet the program offers, be used as a home living environment and set-up to resemble an apartment. In this area students will learn self-care, routine housekeeping, meal prep, clothing care, and general home living skills.

A separate instructional kitchen is being proposed and will offer students the opportunity to plan meals, how to purchase and store food, proper use of appliances, food prep, and clean up. This kitchen, as well as the apartment, will be available for member districts high school and transition programs to use and will be ADA compliant.

Instructional classrooms will be built to minimize distractions, reduce sound levels and allow for adequate academic work space.

Other areas considered for upgrading will be; adequate and safe storage for custodial supplies, including being compliant with all safety codes, a work area for teaching staff where communication between parents and other employees can take place without interruption by students, and a secure storage area for donated merchandise for the ALLURE store. Adequate lighting, technology infrastructure, and aesthetic repairs was also included in the proposal.

Phase III, originally presented as purchasing and rehabbing the house at 420 Ashland was estimated to cost \$1,700,000. The proposal using the current transition building, including contingencies has an estimated cost of \$732,000. The FY14 budget allocated \$150,000 to this project with an additional \$330,000 used from other accounts identified from FY14. The balance will be included in the FY15 budget with no overall increase.

Advertising for bids and a mandatory bid meeting is scheduled for February; construction will begin in June through mid-August with completion in time for the 2015/2016 school year.

Mrs. Sanders moved, seconded by Mrs. Edwards that the Governing Board ratifies to move forward with the plans and budget as presented to complete Phase III renovations of the Academy for Life Long Learning.

On a roll call vote: Ayes: 144, 153, 163, 168, 194, 201U, 227, 233, and Mr. Bean.

Nays: None

Motion Carried.

### **CLOSED SESSION**

At 8:07 p.m. Mrs. Jones moved, seconded by Ms. Jordan that the Governing Board goes into Closed Session to discuss a personnel issue.

Motion carried by voice vote.

### **OPEN SESSION**

At 8:42 Mrs. Jordan moved, seconded by Mrs. Jones that the Governing Board returns to Open Session.

Motion carried by voice vote.

**Action on issues discussed in closed session.**

Mrs. Jordan moved, seconded by Mrs. Jones that the Governing Board approves the plan submitted by the Superintendent to hire an accounting firm to conduct an evaluation of the business office to make recommendations for continuous improvement and to contract with an experienced special education business manager to develop a budget and billing framework for the FY16 budget at a cost not to exceed \$50,000.

On a roll call vote: Ayes: 144, 153, 163, 168, 194, 201U, 227, 233, and Mr. Bean.

Nays: None

Motion Carried.

**INFORMATION ITEMS**

Audit Ending June 30, 2014 including Annual Financial Statement and Management Letter

SPEED Parent Workshop Academy

**ADJOURNMENT**

At 8:45 p.m. Mr. Bean adjourned the meeting.

Motion carried by voice vote.

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Mrs. Juanita Jordan, Secretary  
Mary Keenan, Recording Secretary

Date: \_\_\_\_\_

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Mr. Ron Bean, Board President  
SPEED Governing Board