

Wilmette Community Special Education Agreement (WCSEA) Advisory Committee

Monday, March 20, 2017

Marie Murphy
2921 Illinois Road
Wilmette, IL 60091
4:00 p.m.

AGENDA

- I. Call to order
- II. Roll Call
- III. Approval of Minutes regular meeting of WCSEA Advisory Board November 14, 2016
- IV. Public Comments
- V. Information/Discussion Items
 - A. Finances
 - a. Establish the 2018 Fiscal Year Budget, Budget Calendar and Guidelines
 - b. WCSEA Projected Expenditures for FY 18
 - c. Annual Summary of Projected Cost for FY 18
 - d. Fiscal Year to Date report
 - C. SEP/ESY/Basic classes for Summer 2017
- VI. Action Items
 - A. Approval to Establish the 2018 Fiscal Year Budget and Budget Calendar
 - B. Approval of WCSEA projected expenditures for FY 18
 - C. Approval of Annual Summary of Projected Costs for FY 18
 - D. Approval of Fiscal Year to Date Activity through February, 2017
- VII. Conference Items
 - a. Old Business
 - b. New Business
- VIII. Adjournment

Reasonable accommodations are available upon request. Individuals requiring special accommodations should contact Denise Thrasher, Administrator for Student and Special Services at 847-256-2450 at least two hours prior to the meeting time to allow for accommodations to be made.

As a limited public forum, persons wishing to address the Committee during the public comment time will be limited to five minutes to speak to the whole Committee regarding relevant WCSEA issues.

Wilmette Community Special Education Agreement (WCSEA) Advisory Committee

Monday, November 14, 2016

Mikealian Center
615 Locust Road
Wilmette, IL 60091
4:00 p.m.

MINUTES

A regular meeting of the Wilmette Community Special Education Agreement (WCSEA) Advisory Committee was held on Monday, November 14, 2016 at the Mikealian Center, 615 Locust Road, Wilmette, IL. Dr. Denise Thrasher called the meeting to order at 4:00 p.m.

Members present: Dr. Raymond Lechner, Jeff Greengoss, Dr. Kevin Jauch, Gail Buscemi, and Tracy Kearney.

Administrators present: Dr. Denise Thrasher and Terry Sofianos

Approval of Minutes of the May 23, 2016 regular meeting of WCSEA Advisory Committee Meeting

Jeff Greengoss moved, seconded by Tracy Kearney to approve the minutes. The minutes were approved by **general consent**.

Public Comments

None

Information/Discussion Items

- A. Finances
 - a. FY16 Annual Financial Report. There were no questions on the Annual Financial Report.
 - b. Fiscal Year to Date report. Dr. Raymond Lechner had a question about an acronym. The acronym means Audit Fee. Denise Thrasher explained the budget was based on IDEA updated amounts.

- B. SEP/ESY/Basic classes for Summer 2017. The locations for Summer Enrichment this school year will be Central School for Grades K-3 and Wilmette Junior High School for grades 4-7. There will be online registration for Wilmette District 39 classes that will open in February. Dr. Kevin Jauch directed Terry Sofianos to check in with Avoca District 37 transportation. Dr. Jauch asked about the start date for Enrichment. The dates for classes will be June 14 through July 18, 2017. Dr. Raymond Lechner asked Denise Thrasher about Kenilworth District 38 joining in for the Summer Enrichment program. Denise Thrasher replied that it was still in the "Research Stage".

Action Items

- C. Approval of Fiscal Year to Date Activity through October, 2016. Tracy Kearney moved and Jeff Greengoss seconded. On a roll call vote on the motion, voting “yea”- Dr. Raymond Lechner, Tracy Kearney, Jeff Greengoss, Gail Buscemi, and Dr. Kevin Jauch
voting “nay”-none

Motion Carried

- D. Accept the FY16 Annual Financial Report. Jeff Greengoss moved and Tracy Kearney seconded. On a roll call vote on the motion, voting “yea”- Dr. Raymond Lechner, Tracy Kearney, Jeff Greengoss, Gail Buscemi, and Dr. Kevin Jauch
voting “nay”-none

Motion Carried

Old Business

None

New Business

None.

Adjournment

Being no further business, Tracy Kearney moved, seconded by Jeff Greengoss to adjourn the regular meeting of the WCSEA Advisory Board. It was adjourned at 4:09 p.m. by **general consent.**

Dr. Raymond Lechner
Superintendent District 39

Dr. Kevin Jauch
Superintendent District 37

**DEPARTMENT OF STUDENT AND SPECIAL SERVICES
WILMETTE PUBLIC SCHOOL DISTRICT 39**

Action Item

Date: March 20, 2017

To: Raymond E. Lechner, Ph.D. Kevin Jauch, Ed.D.
Superintendent, District 39 Superintendent, District 37

From: Denise Thrasher, Ed.D.
Director of Student Services, WCSEA

Subject: Establish the 2018 Fiscal Year and Budget Calendar

Proposed Action by the Advisory Committee

Adopt the attached resolution establishing the WCSEA 2018 fiscal year and direct the Director to prepare a tentative budget; and,

Approve the attached budget-planning calendar as written.

Background

Each year the Administration is required to establish its fiscal year and appoint a person to prepare a tentative budget. The attached resolution affirms that our fiscal year will commence on July 1, 2017 and extend through June 30, 2018. It also designates District 39 Assistant Superintendent and Special Education Director of WCSEA as the person officially responsible for preparing a tentative budget. Additional staff members will participate in this budgeting process over the next few months.

The above action also creates an annual budget calendar. Establishing a budgeting sequence helps assure that all budget postings, hearings, and formal adoption take place in accordance with state statutes. WCSEA budget calendar follows the budget calendar established by District 39 as the fiscal agent of the WCSEA.

The Administration recommends adoption of the attached resolution and approval of the budget calendar as written.

Attachments: Resolution
Budget Calendar

**Recommended for approval
By the Advisory Committee**



**Denise Thrasher, Ed.D.
Special Education Director, WCSEA**

RESOLUTION

BE IT HEREBY RESOLVED by the Advisory Committee of the Wilmette Community Special Education Agreement, Cook County, Illinois, that the Director of Student Services of said Agency shall cause a Budget for the 2017-18 Fiscal Year, extending from July 1, 2017 through June 30, 2018 to be prepared in tentative form and that such tentative budget shall be made conveniently available for public inspection for at least 30 days prior to final action thereon.

Approved on this 20 day of March 2017.

Signatures: _____

(date)

(date)

Wilmette Community Special Education Agreement
Budget Calendar
Fiscal Year 2018

Board Meeting Dates

Topic for Discussion

WCSEA
March 20, 2017

Establish Fiscal Year, Budget
Guidelines, Adopt Budget Resolution

WCSEA
May 22, 2017

Approval of Tentative FY 18 Budget
Publish Notice of Budget for Public
Display and Announcement of Public Hearing

District 39
May 22, 2017

Approval of Tentative FY 18 Budget
Publish Notice of Budget for Public
Display and Announcement of Public Hearing

District 39 for
WCSEA
August 28, 2017

Public Hearing for FY 18 Budget
Approval of FY 18 Budget

District 39 for
WCSEA
September 30, 2017

Filing Deadline for FY 18 Budget

**DEPARTMENT OF STUDENT AND SPECIAL SERVICES
WILMETTE PUBLIC SCHOOL DISTRICT 39**

Action Item

Date: March 20, 2017

To: Raymond E. Lechner, Ph.D. Kevin Jauch, Ed.D.
Superintendent, District 39 Superintendent, District 37

From: Denise Thrasher, Ed.D.
Director of Student Services, WCSEA

Subject: Approval of the WCSEA projected expenditures for FY 2018

Proposed Action by the Advisory Committee

Approve the projected WCSEA expenditures for FY 2018 in the amount of \$3310

Background

WCSEA, operating as a joint agreement between District 37 and District 39, has very little expenditures as the Agreement specifies IDEA grants flow back to the respective districts. However, as an agency, WCSEA has the cost for the annual yearly audit (\$3000) and publishing cost related to the ASA annual report and budget (\$310). This reflects a \$100 increase from FY 17. This cost is shared equally between the two districts with the sum of \$1655 being subtracted from each district's FY18 IDEA Flow-through allocation.

**Recommended for approval
By the Advisory Committee**



**Denise Thrasher, Ed.D.
Director of Student Services, WCSEA**

Action Item

Date: March 20, 2017

To: Raymond E. Lechner, Ph.D. Kevin Jauch, Ed.D.
Superintendent, District 39 Superintendent, District 37

From: Denise Thrasher, Ed.D.
Director of Student Services, WCSEA

Subject: Projected Costs for FY 2018

Proposed Action by the Advisory Committee

Approve the attached Annual Summary of Projected Costs for 2017-2018 school year.

Background


The Wilmette Community Special Education Agreement requires a plan describing the list of needed services along with projected cost for the next school year to be presented to the Advisory Board by March 30. Next year's proposed costs are based on increasing OT services for 2017-18, with other purchase services remaining the same as this school year. Avoca District 37 will be contracting time for speech and language therapy, occupational therapy, adapted physical education evaluations and consultation, assistive technology evaluations and consultation, behavior support consultation, and early childhood screening. Projected cost is based on average salaries and benefits within the various employee groups.

Comparison of costs:

	Actual 2015-16	Projected 2016-17	Projected 2017-18
Purchased Service	\$73,063	\$84,227	\$101,250

Attachments

**Recommended for approval
By the Advisory Committee**


Denise M. Thrasher, Ed. D.
Director of Student Services, WCSEA

Avoca Costs FY 17-18 (Using Average Salaries)

Staff	Salary	Health Ins	IMRF/TRS	Medicare	Fica	Life Ins	LongTermDisl	ISBE Reimb.	NET Cost
0.3 SLP	24,929	2,163	364	361	N/A	16	N/A	2,700	25,133
0.6 OT	57,491	4,326	5,122	834	3,564	32	126	2,100	69,397
AT Hourly/Behavior Special	1,407	N/A	21	20	N/A	N/A	N/A	N/A	1,448
Total salary and benefits									95,978

Salary and Benefits	95,978
EC Screenings \$150/Screening	450

5% Administrative Fee 4,821

TOTAL PROJECTED PURCHASED SERVICES \$101,250

Action Item

Date: March 20, 2017

To: Raymond E. Lechner, Ph.D. Kevin Jauch, Ed.D.
Superintendent, District 39 Superintendent, District 37

From: Denise Thrasher, Ed.D.
Director of Student Services, WCSEA

Subject: Fiscal Year to Date Activity

Proposed Action by the Advisory Committee

Approve the Fiscal Year to Date Activity through February, 2017 in the amount of \$559,958

Background

The above amount represents bills paid and money flowed into WCSEA then disbursed to District 39 and 37.

**Recommended for approval
By the Advisory Committee**



**Denise M. Thrasher, Ed.D.
Director of Student Services, WCSEA**

Wilmotte Community Spec Ed Agreement
MONTHLY REVENUE REPORT (Date: 2/2017)

3frbud12.P
05.17.02.00.00-010167

FDTL0C	FUNC	OBJ	5J	2015-16 FYTD ACTIVITY	2016-17 Original Budget	February 2016-17 Monthly Activity	2016-17 FYTD ACTIVITY	2017-18 WORKING
10R000	1342	0000	00 0000000	87,812.00	178,829.00		89,414.50	
				87,812.00	178,829.00		89,414.50	
10R000	1---			4,500.00	9,000.00		2,250.00	
				483,300.00	1,001,066.00		468,293.00	
10R000	2---			487,800.00	1,010,066.00		470,543.00	
1---				575,612.00	1,180,895.00		559,957.50	
Grand Revenue Totals				575,612.00	1,180,895.00		559,957.50	

Number of Accounts: 3

***** End of report *****

FUND		OBJ		2015-16		2016-17		2016-17		2017-19	
FUND		OBJ		FYTD ACTIVITY		BUDGET MONTHLY ACTIVITY		FYTD ACTIVITY		WORKING	
10E000	1200	3100	00	000000	235.20	310.00		235.20			
10E000	1200	3170	00	000000	2,800.00	2,800.00		2,800.00			
10E000	1200	3170	00	000000	3,035.20	3,210.00		3,235.20			
10E000	1200	3170	00	000000	3,035.20	3,210.00		3,135.20			
10E000	2330	1170	00	000000	87,812.00	178,829.00		89,414.50			
10E000	2330	1170	00	000000	87,812.00	178,829.00		89,414.50			
10E000	2330	1170	00	000000	87,812.00	178,829.00		89,414.50			
10E000	4320	6600	00	000000	484,764.80	1,006,856.00		467,407.80			
10E000	4320	6600	00	000000	484,764.80	1,006,856.00		467,407.80			
10E000	4320	6600	00	000000	484,764.80	1,006,856.00		467,407.80			
10E000	4320	6600	00	000000	484,764.80	1,006,856.00		467,407.80			
10E000	4320	6600	00	000000	575,612.00	1,188,095.00		559,957.50			
Grand Expense Totals					575,612.00	1,188,095.00		559,957.50			

Number of Accounts: 4

***** End of report *****