

Wilmette Community Special Education Agreement (WCSEA) Advisory Committee

Monday, March 18, 2019

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 12, 2018
- IV. Public Comments
- V. Information/Discussion Items
  - A. Finances
    - a. Establish the 2020 Fiscal Year Budget, Budget Calendar and Guidelines
    - b. WCSEA Projected Expenditures for FY 20
    - c. Annual Summary of Projected Cost for FY 20
    - d. Fiscal Year to Date report
  - C. SEP/ESY/Basic classes for Summer 2019
  - D. IDEA Part B Flow Through Procedural Change
    - a. WCSEA Articles of Agreement
- VI. Action Items
  - A. Approval to Establish the 2020 Fiscal Year Budget and Budget Calendar
  - B. Approval of WCSEA projected expenditures for FY 20
  - C. Approval of Annual Summary of Projected Costs for FY 20
  - D. Approval of Fiscal Year to Date Activity through February, 2019
- VII. Conference Items
  - a. Old Business
  - b. New Business
- VIII. Adjournment

Reasonable accommodations are available upon request. Individuals requiring special accommodations should contact Romy DeCristofaro, Administrator for Student Services at 847-512-6004 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 12, 2018

Mikaelian Education Center

615 Locust Rd.

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 12, 2018 at Mikaelian Education Center, 615 Locust Rd., Wilmette, IL. Romy DeCristofaro called the meeting to order at 4:00 p.m.

Members present: Dr. Raymond Lechner, Dr. Kevin Jauch, Ellen Sternweiler, and Ellen Crispino

Members absent: Gil Gibori

Administrators present: Romy DeCristofaro and Michael Meyers

Visiting Administrator: None

Guest: None

**Approval of Minutes of the May 19, 2018 regular meeting of WCSEA Advisory Committee Meeting**

Moved by Dr. Kevin Jauch, seconded by Ellen Sternweiler to approve the minutes. The minutes were approved by **general consent**.

**Public Comments**

None

**Information/Discussion Items**

A. Finances

- a. FY18 Annual Financial Report – No comments
- b. Fiscal Year-to-Date Activity through October, 2018 – No comments

B. SEP/ESY/Basic Classes for Summer 2019

Summer classes will be held at Romona Elementary and Wilmette Junior High. The dates of summer school will be June 19 to July 23, 2019, with no

school on July 4. Construction on Locust Road will impact drop off and pick up.

C. IDEA Part B Flow-Through Procedural Change

a. ISBE Memorandum

Currently, IDEA grant (federal dollars) flow through the state to WCSEA. WCSEA then distributes to the member districts (D37 & D39). Beginning 7/1/19, money will flow directly from the state to the districts. WCSEA will no longer be involved in the grant process. Districts will also submit grants directly to ISBE for approval and will no longer submit grant approvals to WCSEA. Currently WCSEA holds back \$3,000 of the grant to pay for the annual WCSEA audit. In the future, WCSEA will submit a bill to each district for audit expenses.

b. IDEA Allocations Questions and Answers

Dr. Kevin Jauch asked Romy DeCristofaro if it would be possible to put together a flow-chart explaining how federal dollars are distributed. Romy DeCristofaro stated that WCSEA will need to review the Articles of Agreement with the attorney to determine if the Articles would need to be amended in order to reflect the new grant procedures. Ellen Crispino asked if the cooperative is needed since it will no longer be involved in the grant distribution. This would save having to do a separate WCSEA audit. Dr. Kevin Jauch stated that District 37 is too small to operate independent of the coop, as it cannot provide a full continuum of services. Romy DeCristofaro said that dissolving the coop is a process and not something that would currently be contemplated. Romy DeCristofaro commented that the next step is to look at the Articles of Agreement and make a recommendation for any necessary changes to the Articles. This will be presented at the March 18, 2019 WCSEA board meeting.

**Action Items**

A. Consent Agenda

1. Accept the FY18 Annual Financial Report

Dr. Lechner moved and Ellen Sternweiler seconded. On a roll call vote on the motion, voting "yea"- Ellen Sternweiler, Dr. Raymond Lechner, Dr. Kevin Jauch, and Ellen Crispino  
voting "nay"- none  
Member absent-Gil Gibori

**Motion Carried by general consent**

2. Approval of Fiscal Year-to-Date Activity through October 2018.

Dr. Lechner moved and Ellen Sternweiler seconded. On a roll call vote on the motion, voting "yea"- Dr. Raymond Lechner, Dr. Kevin Jauch, Ellen Sternweiler, and Ellen Crispino  
voting "nay"- none

Member absent-Gil Gibori

**Motion Carried by general consent**

**Conference Items**

**Old Business**

None

**New Business**

None

**Adjournment**

Being no further business, Ellen Crispino moved, seconded by Dr. Kevin Jauch to adjourn the regular meeting of the WCSEA Advisory Board. It was adjourned at 4:21 p.m. by **general consent.**

---

Dr. Raymond Lechner  
Superintendent District 39

---

Dr. Kevin Jauch  
Superintendent District 37

**Action Item**

**Date:** March 18, 2019

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

**From:** Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA

**Subject:** Establish the 2020 Fiscal Year and Budget Calendar

**Proposed Action by the Advisory Committee**

Adopt the attached resolution establishing the WCSEA 2020 fiscal year and direct the Director to prepare a tentative budget; and,

Approve the attached budget-planning calendar as written.

**Background**

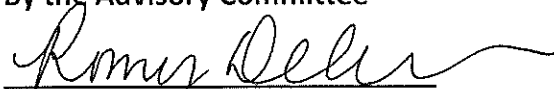
Each year the Administration is required to establish its fiscal year and appoint a person to prepare a tentative budget. The attached resolution affirms that our fiscal year will commence on July 1, 2019 and extend through June 30, 2020. It also designates the Special Education Director of WCSEA as 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**



**Romy DeCristofaro, Ph.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 2019-20 Fiscal Year, extending from July 1, 2019 through June 30, 2020 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 18 day of March 2019.

Signatures: \_\_\_\_\_

\_\_\_\_\_

(date) (date)

Wilmette Community Special Education Agreement  
Budget Calendar  
Fiscal Year 2020

<u>Board Meeting Dates</u>	<u>Topic for Discussion</u>
WCSEA March 18, 2019	Establish Fiscal Year, Budget Guidelines, Adopt Budget Resolution
WCSEA May 20, 2019	Approval of Tentative FY 20 Budget Publish Notice of Budget for Public Display and Announcement of Public Hearing
District 39 May 20, 2019	Approval of Tentative FY 20 Budget Publish Notice of Budget for Public Display and Announcement of Public Hearing
District 39 for WCSEA August 26, 2019	Public Hearing for FY 20 Budget Approval of FY 20 Budget
District 39 for WCSEA September 30, 2019	Filing Deadline for FY 20 Budget

**Action Item**

**Date:** March 18, 2019

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

**From:** Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA

**Subject:** Approval of the WCSEA projected expenditures for FY 2020

**Proposed Action by the Advisory Committee**

Approve the projected WCSEA expenditures for FY 2020 in the amount of \$1810

**Background**

WCSEA, operating as a joint agreement between District 37 and District 39, has very little expenditures as the current Agreement specifies IDEA grants flow back to the respective districts. However, as an agency, WCSEA has the cost for the annual yearly audit (\$1500) and publishing cost related to the ASA annual report and budget (\$310). This cost is shared equally and invoiced to both districts with the sum being \$905.

**Recommended for approval  
By the Advisory Committee**



**Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA**



**Action Item**

**Date:** March 18, 2019

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

**From:** Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA

**Subject:** Annual summary of projected costs for FY 2020

**Proposed Action by the Advisory Committee**

Approve the attached Annual Summary of Projected Costs for 2019-2020 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 purchase services remaining relatively the same as this school year, with a small increase in speech services projected. Avoca District 37 will continue to contract time for speech and language therapy, occupational therapy, 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 2017-18	Projected 2018-19	Projected 2019-20
Purchased Service	\$91,311	\$95,551	104,921

**Attachments**

Recommended for approval  
By the Advisory Committee



Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA

# Avoca Projected Costs FY 19-20 (Using Average Salaries)

Staff	Salary	Health Ins	IMRF/TRS	Medicare	Fica	Life Ins	LongTermDist	ISBE Reimb.	NET Cost
0.45 SLP	36,725	2,336	551	533	N/A	16	N/A	(2,700)	37,461
0.6 OT	53,808	4,672	4,318	780	3,336	32	118	(5,400)	61,665
Assistive Tech Hrly	60	N/A	1	1	N/A	N/A	N/A	N/A	61
Behavior Consulting	175	N/A	3	3	N/A	N/A	N/A	N/A	180
Vision Hourly	56	N/A	1	1	N/A	N/A	N/A	N/A	58
<b>Total salary and benefits</b>									<b>99,424</b>

Salary and Benefits 99,424  
 1 Evaluation (\$500/Eval) 500

5% Administrative Fee 4,996

**TOTAL PROJECTED PURCHASED SERVICES \$104,921**

**Action Item**

**Date:** March 18, 2019

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

**From:** Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA

**Subject:** Fiscal Year to Date Activity through February, 2019

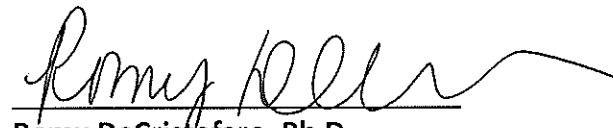
**Proposed Action by the Advisory Committee**

Approve the Fiscal Year to Date Activity through February, 2019 in the amount of \$563,189.86.

**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**



Romy DeCristofaro, Ph.D.  
Director of Student Services, WCSEA

03/08/19

Wilmette Community Spec Ed Agreement  
MONTHLY REVENUE REPORT (Date: 2/2019)

3frbud12.p 69-4  
05.19.02.00.00-11.7

FDPLC	FUNC	OBJ	SJ	2017-18		2018-19		2019-20	
				FYTD Activity	Original Budget	February Monthly Activity	FYTD Activity	WORKING	
10R000	1342	0000	00	000000					
	SPECIAL ED. TUITION								
10R000	1----	----	----	91,203.00				57,868.00	
	*TOTAL LOCAL REVENUE								
10R000	2100	0000	00	000000				57,868.00	
	FLOW THROUGH REV STATE SOURCE								
10R000	2200	0000	00	000000				5,727.26	
	FLOW THROUGH REV FED'L SOURCES								
10R000	2----	----	----	500,311.00		818.18		499,594.60	
	*REVENUE FROM INTERMEDIATE SOU								
1-----	----	----	----	510,538.26		818.78		505,321.86	
	*EDUCATIONAL FUND								
				601,741.26		818.78		563,189.86	
Grand Revenue Totals				601,741.26		818.78		563,189.86	

Number of Accounts: 3

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

Wilmington Community Spec Ed Agreement  
EXPENDITURE REPORT (Date: 2/2019)

03/08/19

FDTLOC	FUNC	OBJ	S.I	OBJ	2017-18		2018-19		February 2018-19		2019-20
					FYTD Activity	BUDGET	BUDGET	Monthly Activity	FYTD Activity	WORKING	
10E000	1200	3100	00	0000000	235.20	310.00					
	SPECPRO	PROKTEC									
10E000	1200	3170	00	0000000	3,000.00	3,100.00					
	SPECPRO	AUDFINA									
10E000	1200	3----			3,235.20	3,410.00					
	SPECPRO										
10E000	1----				3,235.20	3,410.00					
	*INSTR										
10E000	2330	1120	00	0000000	91,203.00	115,736.00					
	SPECADM	SALARIE									
10E000	2330	1----			91,203.00	115,736.00					
	SPECADM										
10E000	2----				91,203.00	115,736.00					
	*SUPPFR										
10E000	4320	6600	00	0000000	507,303.06	1,003,001.00			818.18		
	SPEC ED TRANSFR	TRANSFRS									
10E000	4320	6----			507,303.06	1,003,001.00			818.18		
	SPEC ED TRANSFR										
10E000	4----				507,303.06	1,003,001.00			818.18		
	*NONPROG										
1-----					601,741.26	1,122,147.00			818.18		
	*ED.FND										
Grand Expense Totals					601,741.26	1,122,147.00			818.18		563,189.86

Number of Accounts: 4

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