

**NORTHWESTERN ILLINOIS ASSOCIATION
SPECIAL EXECUTIVE BOARD MEETING #8 FY14 AGENDA
Ogle County Education Center
Byron, Illinois
Wednesday, April 23, 2014
4:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, April 23, 2014
Time: 4:00 p.m.
Location: Ogle County Education Center, Byron, Illinois
Type of meeting: Regular
Name of person taking the minutes: Jean Tritle, Board Secretary
Name of person(s) presiding: Sarah Willey, Chairperson

The meeting was called to order at 4:02 p.m.

II. ROLL CALL

Members in attendance:

1. Dennis Daly
2. Kimberly Moore
3. Shelley Nacke (participated via telephone conference call)
4. Mike Noble
5. Karen Sanders
6. Pamela Scanlan
7. Lisa Wiet
8. Sarah Willey
9. Tom Zelten

Absent:

1. Kathy Countryman
2. Drew Hoffman

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary
3. Jill Tabone, Therapy Operations Executive

III. APPROVAL OF AGENDA

Motion made by: Daly
Motion: to approve the agenda as presented
Motion seconded by: Zelten

The Chairperson asked for a voice vote.

Voice Vote: "Ayes" – All "Nays" – None

Action: Approved

IV. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

V. CLOSED SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY SECTION 2.01 [5 ILCS 120/2.01].

Motion made by: Daly
Motion: to move into Closed Session at 4:04 p.m.
Motion seconded by: Scanlan

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Moore, Nacke, Noble, Sanders, Scanlan, Wiet, Willey, Zelten

“Nays” – None

Action: Approved

Motion made by: Daly
Motion: to move return to Open Session at 4:11 p.m.
Motion seconded by: Sanders

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Moore, Nacke, Noble, Sanders, Scanlan, Wiet, Willey, Zelten

“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Open Session Minutes of Meeting #7 on March 19, 2014**
- B. Approval of Closed Session Minutes of Meeting #7 on March 19, 2014**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for April,2014**
- E. Acknowledgment of Receipt of Treasurer’s Report for the Month of March 2014 (Handout)**

Motion made by: Daly
Motion: to approve the Consent Agenda as presented
Motion seconded by: Wiet

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Nacke, Noble, Sanders, Scanlan, Wiet, Willey, Zelten, Daly

“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR'S REPORT (No motions needed)

A. HLERK – The Extra Mile – March and April, 2014 Editions

Frankiewicz mentioned that the Special Education Directors may be interested in reading the articles dealing with 504 and Delegation of Rights.

B. FY15 Executive Board Elections

Frankiewicz reported that the terms of the following Board members are up this year:

Region I:	Countryman and Nacke
Region II:	Zelten and Sanders
Region III:	Hoffman and Noble

Frankiewicz commented that Countryman would definitely be running again. She asked the other members whose terms are ending to let her know if they would be interested in running for another two year term. The official ballots for the election will be brought to the May meeting for the Board's approval and will be mailed to the member districts in June.

Scanlan mentioned that her term on the Prophetstown-Lyndon-Tampico School Board will end in April, 2015 and that she would probably not run again; she wondered how this would affect her position on the NIA Board. Frankiewicz replied that this would not be a problem; we would just make sure that it is noted on the ballot that she is a former School Board Member. She added that Wiet has not served on the Kaneland School Board for several years now but has continued to serve on the NIA Board.

Nacke informed the Board that she would like to stay on, but will need to wait until she can discuss her position on the NIA Board with their new Superintendent to see in what direction he or she would like her to proceed. Frankiewicz stated that Nacke could designate another District 300 staff member to serve on the NIA Board if necessary.

Frankiewicz thanked all of the members for their valuable service to the NIA.

C. State Street Office Update

Frankiewicz directed the Board members to the information about the State Street Office that was given to them as a handout. She explained that she had addressed the issue of possibly moving the Rockford office with the Budget and Finance Committee when they met a few weeks ago. The lease on the current location will end on August 1, 2014. While the rent at that location is reasonable and the space is adequate, the area has become unsafe. Our offices were actually broken into twice and the Dollar Store near the office is robbed frequently; drug deals are also transacted in the parking lot. The staff in the Rockford office have expressed their safety concerns to Frankiewicz over the past two years. For this reason, she gave Coordinators Finn and Nelson permission to scout out new office space. They came up with two possibilities. Frankiewicz looked at both and found the space at 4920 East State Street to be the best choice. She has been negotiating with the landlord and has given the Board a non-binding Letter of Intent to rent the space to approve in the Action Items; this would give Frankiewicz the authority to enter into a lease with the landlord based on the Board's parameters. We would be renting 6,877 square feet of office space at \$7.50/square foot, with an additional \$3.68/square foot for maintenance, plowing, and taxes. We would be given one month of free rent and a seven year lease, with a 2% increase per year and the requirement of a 90 day renewal notice. The landlord will be making the necessary alterations (not including IT items or the phone system) to the space to accommodate our needs; a blueprint of the

space was included in the handout. The plan would be to move to the new space during the month of July.

Sanders asked what we are paying for the space we currently rent. Frankiewicz answered we are paying \$9.50/square foot, all inclusive, for 5,700 square feet of space. She added that the landlord would like us to stay and would probably give us favorable renewal terms.

Tabone stated that the therapy staff members who work out of the Rockford office have continually expressed their safety concerns to her. Willey stated that the Board must address the safety of our staff.

D. Regional Director Search Plans

Frankiewicz provided the Board members with the recruitment materials that were used in 2007. She had revised them in order to provide the Board with a proposed plan and timeline for the search. She also included a list of qualifications that potential candidates should possess and the brochure that was mailed out in 2007. She recommended that, by their May meeting, the Board members form a committee whose task it will be to work on the recruitment materials and have them ready so that they can be distributed at the IAASE meeting on September 25, 2014. She added that the Directors of Special Education all meet on August 7, 2015. If the brochure is not ready at that time, a flyer could be distributed to announce the vacancy. An interview committee will also need to be formed and should aim at conducting these in December 2014, with second interviews being conducted in January 2015.

Zelten asked if the position would be posted. Frankiewicz answered that our attorneys recommended that this be done. Zelten wondered how extensive the search should be if we know we have a viable candidate. If this is the case, Noble suggested posting the position for a short period of time, such as a month. Zelten suggested only posting the position internally. If a viable candidate is not found, it could then be posted externally. Frankiewicz agreed, adding that, if Willey decides to apply for the position, she would not be able to participate on the search committee. Frankiewicz asked Noble if he and Hoffman would work with her to develop the search process. This can be done by conference call so that it can be presented to the Board at their May meeting. Noble agreed and said he would talk to Hoffman about also helping.

E. NIA Therapy Department Report – Jill Tabone

Tabone has been employed as the NIA Therapy Operations Executive since April 2012. She shared her department's achievements in the past year with the Board. To summarize:

- The use of private providers has been decreased and contracts with them renegotiated to realize a savings when the NIA buys out a contract in order to directly hire an agency therapist
- The staff performance evaluation tool was revised to make it similar to that used for the teaching staff (Danielson model)
- Completion of the second employee satisfaction survey, which saw improved satisfaction with the employees who work in the districts in the western counties
- The development of caseload guidelines
- Continuation of leadership development
- The restructuring of leadership compensation and the restructuring of incentive pay guidelines for staffing shortages
- Improved department processes and procedures

Tabone noted that, due to the excellent recruitment efforts of Mary Kolinski, they were able to be fully staffed by Mid-November when the districts who formerly contracted therapy services from Mid-Valley Special Education contacted the NIA in July 2013 about obtaining therapy services from our organization. Tabone also said that she has worked to develop and has achieved improved relationships with the administrators in District 300. In FY15, she will turn her focus to the Aurora school districts and the districts we service to the west.

VIII. ACTION ITEMS

A. Approval of FY15 Calendars

1. **Motion made by:** **Daly**
Motion: **to approve the Professional Staff Calendar for FY15**
Motion seconded by: Sanders

No discussion

The Chairperson asked for a voice vote:

Voice Vote: “Ayes” – All “Nays” – None

Action: **Approved**

2. **Motion made by:** **Daly**
Motion: **to approve the Secretarial Staff Calendar for FY15**
Motion seconded by: Zelten

No discussion

The Chairperson asked for a voice vote:

Voice Vote: “Ayes” – All “Nays” – None

Action: **Approved**

3. **Motion made by:** **Daly**
Motion: **to approve the Administrative Staff Calendar for FY15**
Motion seconded by: Sanders

No discussion

The Chairperson asked for a voice vote:

Voice Vote: “Ayes” – All “Nays” – None

Action: **Approved**

4. **Motion made by:** **Daly**
Motion: **to approve the Hearing Impaired Program Calendar for FY15**
Motion seconded by: Nacke

No discussion

The Chairperson asked for a voice vote:

Voice Vote: “Ayes” – All “Nays” – None

Action: **Approved**

B. Approval of NIA Services to Barrington #220 for FY15

- Motion made by:** **Daly**
Motion: **to approve the Provision of Services to Barrington #220 for FY15**
Motion seconded by: Sanders

Frankiewicz explained that three years ago changes were made to the NIA Guidelines for Service to allow non-NIA region districts to receive NIA services with Board approval and the stipulation

that these districts pay the assessment based upon their ADA as well as service fees at 110%. Both Barrington and Lake Zurich wish to continue to purchase NIA services under this agreement, adding that both districts are very pleased with the services they have received from the NIA.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Nacke, Noble, Sanders, Scanlan, Wiet, Willey, Zelten, Daly

“Nays” – None

Action: Approved

C. Approval of NIA Services to Lake Zurich #95 for FY15

Motion made by: Daly

Motion: to approve the Provision of Services to Lake Zurich #95 for FY15

Motion seconded by: Moore

No discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Nacke, Noble, Sanders, Scanlan, Wiet, Willey, Zelten, Daly, Moore

“Nays” – None

Action: Approved

D. Approval of the Prairie Hill Audiology Booth Lease

Motion made by: Daly

Motion: to approve the Prairie Hill Audiology Booth Lease

Motion seconded by: Zelten

Frankiewicz explained that the lease is an amendment that continues the existing agreement for another four years with an option for an additional year with no increase in fees. She added that the Superintendent is very pleased with having the booth located in their facility and with the services the NIA provides.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Sanders, Scanlan, Wiet, Willey, Zelten, Daly, Moore, Nacke

“Nays” – None

Action: Approved

E. Approval of the 4920 East State Street Letter of Intent to Lease (Handout)

Motion made by: Daly

Motion: to approve the 4920 East State Street Letter of Intent to Lease

Motion seconded by: Scanlan

Moore asked what the overall increase in expenses would be to rent this facility as opposed to staying where we are currently located in Rockford. Frankiewicz answered that it will cost approximately \$23,000 for the first year due to the increase in rent and the fact that we are renting a larger space. Sanders said that the rent would also be more due to the fact that the building is located in a safer area of Rockford. Willey stated that an

administrative employee is retiring at the end of June and the savings realized from her salary will help to offset the increased rent costs.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Sanders, Scanlan, Wiet, Willey, Zelten, Daly, Moore, Nacke, Noble

“Nays” – None

Action: Approved

F. Approval of the NIA Executive Board Meeting Dates for FY15

Motion made by: Daly

Motion: to approve the NIA Executive Board Meeting Dates for FY15

Motion seconded by: Moore

Frankiewicz noted that the September meeting will be held in the meeting room at the Steak Pit restaurant with dinner to follow. The Steak Pit will not charge for the use of the meeting room. She also noted that the IASA meeting date was not yet known. Willey thought it was in October and that the date for the NIA Board meeting should be okay.

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – All “Nays” – None

Action: Approved

IX. Chairperson’s Comments and Other Business

Frankiewicz informed the Board that one of the topics discussed at the last meeting of the Budget and Finance Committee was retirement incentives. She asked the Board members to survey their member districts to see what type of incentives they offer to teachers and their staff members who participate in the IMRF as she is gathering data to make a presentation to the Board at a later date.

Nacke expressed her appreciation for being able to participate in the meeting via telephone conferencing.

X. ADJOURNMENT – The Chairperson asked for a motion to adjourn the meeting.

Motion made by: Daly

Motion: to Adjourn

Motion seconded by: Scanlan

The Chairperson asked for a voice vote

Voice Vote: “Ayes” - All Nays” - None

Action: Approved

The meeting was adjourned at 5:04 p.m.