

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #7, FY13 AGENDA**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, April 24, 2013

Time: 4:30 p.m.

Location: Ogle County Special Education Office, Byron, IL

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 4:32 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Drew Hoffman
4. Kimberly Moore
5. Mike Noble
6. Karen Sanders
7. Lisa Wiet
8. Sarah Willey
9. Tom Zelten

Absent:

None

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: Sanders

The Chairperson asked for a voice vote.

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

Action: Pass

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: Hoffman
Motion: to move into Closed Session at 4:35 p.m.
Motion seconded by: Daly

The Chairman asked for a roll call
Roll Call:

“Ayes” – Daly, Hoffman, Moore, Noble, Sanders, Wiet, Willey, Zelten, Countryman
“Nays” – None

Action: Approved

Motion made by: Daly
Motion: to move return to Open Session at 5:00 p.m.
Motion seconded by: Wiet

The Chairman asked for a roll call
Roll Call:

“Ayes” – Hoffman, Moore, Noble, Sanders, Wiet, Willey, Zelten, Countryman, Daly
“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Minutes of Meeting #6 on March 20, 2013**
- B. Approval of Closed Session Minutes of Meeting #6 on March 20, 2013**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the Month of April 2013**
- E. Acknowledgement of Receipt of Treasurer’s Report for the Month of March, 2013**

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

The Chairperson asked for a roll call:
Roll Call:

“Ayes” – Moore, Noble, Sanders, Wiet, Willey, Zelten, Countryman, Daly, Hoffman
“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR'S REPORT

A. HLERK – The Extra Mile – March and April, 2013

Frankiewicz stated that both issues had interesting information concerning Erin's Law and proportionate share.

B. FY14 Service Agreements Update (Handout)

Frankiewicz reported that the numbers for general services in FY14 will stay approximately the same as last year, with two notable exceptions. The West Aurora School District will be taking a different approach in regards to proportionate share, which results in them requiring less OT and PT therapy services. In the Harlem School District the interim Director decided, against the recommendations of the NIA Department Coordinators, to reduce the number of vision and therapy services purchased. Frankiewicz let the interim Director know that, after May 1, any additional services required by the District will be billed at 125%.

C. FY14 Executive Board Elections

Frankiewicz informed the Board that the terms for the following members ended this year:

- Subregion I – Willey and Wiet
- Subregion II – Moore and Daly (Frankiewicz noted that Moore, if she chooses to remain on the Board, will be a Special Education Director next year instead of a District Administrator).
- Subregion III – 2 open positions

Frankiewicz asked these Board members to let her know if they will run again for another two year term. The ballots will be brought to the May meeting for the Board's approval and will be mailed to the Districts in June.

D. Computer Leasing Options - Update

Frankiewicz directed the Board's attention to the proposal from Dell computers that was included in their packets. She explained that she and Ed Muchala, NIA's tech manager, had participated in a conference call with Dell. She added that they did not pursue any other quotes, as our technology is not compatible with Apple products. Dell offered two options:

- Fair Market Value – computers would be leased for three years. At the end of the lease period, the computers can be purchased for their fair market value, returned to Dell, or the lease can be renewed on a fair market basis. Support would be provided for a 1 – 3 year term. The monthly payment for approximately 100 computers with support for three years would be approximately \$1,700.
- \$1 Buyout – computers would be leased for three or five years. At the end of the lease period, NIA could purchase the computers for \$1 each. Support would be provided for a 1 – 5 year term. The monthly payment for approximately 100 computers with support for three years would be approximately \$2,100.

Hoffman stated that purchasing the computers for \$1 each at the end of the lease would not be a good idea as the equipment would be outdated at that point. Frankiewicz stated that there

are funds in the budget to support an annual expense of \$20,000. She added that there is a staff satisfaction factor here that should be considered, since many staff members are currently using their own personal computers to do their jobs in the school districts where computer use and access has become an issue. Noble noted that, since NIA would be providing and paying for these computers, we would be able to say that the employees cannot use them for personal reasons. Frankiewicz answered that a new computer policy would be enacted to address this concern.

Frankiewicz stated that she was not asking for the Board to vote on this issue tonight; she was just asking for their blessing to proceed. Hoffman asked Frankiewicz to ascertain the exact number of computers that would be needed, the software that would be loaded on them, and the anti-virus program that would be utilized. Daly agreed, adding that it would be important to verify that Dell would continue to provide support for Windows 7 if needed. Frankiewicz stated that Ed Muchala does not believe NIA would need to hire another computer technician to support him with the extra duties the lease agreement may bring. Sanders asked if the Districts will allow NIA to use the leased computers on their premises, with access to their systems. Jill Tabone answered that this would be necessary on the part of the Districts, since most of them utilize a web-based IEP system.

Frankiewicz said that she would bring the requested information to the May Board meeting so that it can be voted on and implemented in the fall.

E. NIA Therapy Department Report – Jill Tabone

Frankiewicz introduced Jill Tabone, the Therapy Operations Executive, who was attending the meeting in order to present a report on her first year of employment in the Department.

Tabone stated that they had just completed a successful year in the Therapy Department. She explained that she had met with Frankiewicz at the start of her employment in order to establish her goals and objectives for her first year, which included:

- Learning school-based therapy
- Creating and ensuring strong relationships with the Districts, especially District #300 (move from a “vendor” to a “partner” mentality)
- Creating a strong and transparent team environment in the Therapy Department
- Assessing processes and procedures employed and updating those that are antiquated, especially the employee evaluation process
- Changing the “buyout” process with agencies from whom the NIA purchases therapy services in order to decrease the use of private providers
- Conducting an Employee Satisfaction Survey
- Completing her Type 73 certification

Tabone explained that all of these goals had been met, with one exception. She and other staff members were still working on creating a new evaluation system, which will be based on the Danielson Model. She said that this would be completed in time to implement it in the

2013-2014 school year. She also shared the results of the Employee Satisfaction Survey with the Board.

The Therapy Department Goals for the 2013-2014 year include:

- Developing a new leadership structure
- Continuing to decrease the use of private providers
- Restructuring of leadership compensation
- Development of caseload guidelines
- Development of incentive pay guidelines for staffing shortages
- Improving the alignment of the Therapy Department with the current needs of the member Districts
- Continuing leadership development

Tabone also shared several of the leadership theories she had utilized with the Board. Frankiewicz stated that, if the Board members were interested, the NIA could possibly host a roundtable in which Tabone could speak in more depth on these theories.

Wiet left the meeting at 6:00 p.m.

VIII. ACTION ITEMS

A. Approval of Three Year Auditor Contract

Motion made by: Hoffman

Motion: to approve the Three Year Auditor Contract with Klein, Hall and Associates

Motion seconded by: Moore

The Chairperson asked for a roll call:

Roll Call:

“Ayes” – Noble, Sanders, Willey, Zelten, Countryman, Daly, Hoffman, Moore

“Nays” – None

Action: Approved

B. Approval of FY14 Calendars

Motion made by: Zelten

Motion: to approve the Professional, Administration, Secretarial, and Hearing Impaired Program Staff Calendar for FY14

Motion seconded by: Noble

The Chairperson asked for a voice vote.

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

Action: Pass

C. Approval of the FY14 Teacher Salary Schedule

Motion made by: Daly

Motion: to approve the FY14 Teacher Salary Schedule

Motion seconded by: Sanders

Frankiewicz reminded the Board Members that they had previously voted to give the teachers a \$1200 stipend (prorated for part-time teachers) for the 2013-2014 school year. This does not change the Salary Schedule, as the stipend is not being added into the base. However, a 2013-2014 Schedule is needed for determining which step and lane would apply to any new hires.

The Chairperson asked for a roll call:

Roll Call:

“Ayes” – Countryman, Daly, Hoffman, Moore, Noble, Sanders, Willey, Zelten

“Nays” – None

Action: Approved

D. Approval of the Regional Director’s Contract for 2013-2014

Motion made by: Moore

Motion: to approve the Regional Director’s Contract for 2013-2014, as presented in closed session with revision to Section E, Extension of Agreement, which changes the notification date from March 1 to November 1.

Motion seconded by: Zelten

Frankiewicz stated that Willey can sign the contract, with the noted change to Section E, so that it can be given to the Sycamore School Board to approve at their meeting on May 14, 2013.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Hoffman, Moore, Noble, Sanders, Willey, Zelten, Countryman

“Nays” – None

Action: Approved

IX. Chairperson’s Comments and Other Business

Frankiewicz reported:

- Mid-Valley had come to an agreement with their therapy staff and cancelled the RFP for Therapy Services, on which the NIA had bid. She had spoken with Carla Cumblad, who was interested in being reinstated as an NIA Board member, once the contract is settled.
- There will be a retirement party for Tom Zelten on Thursday May 2, 2013, from 4:00 – 7:00 p.m.
- She will send the Board members a tentative list of meeting dates for the 2014-2015 school year, which they can discuss at the May Board meeting.

Willey said that she will continue to pursue a Dixon community member about serving on the NIA Board.

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

Motion made by: Daly

Motion: to Adjourn.

Motion seconded by: Sanders

The Chairperson asked for a voice vote.

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

Action: Passed

The meeting was adjourned at 6:12 p.m.