

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #9 FY13 AGENDA**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, August 28, 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, Board Chairperson

**Meeting called to order at 4:34 p.m.**

**II. Introduction of Appointed Board Member Shelley Nacke**

Frankiewicz introduced Shelley Nacke, who works as the Assistant Superintendent for Educational Services for District #300. She will complete the term for the seat previously held by Carla Cumblad. Frankiewicz stated that she was happy to have a representative from District #300 on the Board, as it is one of the bigger school districts served by the NIA.

**Motion made by: Daly**

**Motion: to approve the appointment of Shelley Nacke to the NIA Executive Board**

Motion seconded by: Zelten

**The Chairperson asked for a voice vote.**

**Voice Vote:** "Ayes" – all "Nays" – none

**Action: Pass**

**III. ROLL CALL**

Members in attendance:

1. Cathy Countryman (arrived at 4:37 p.m.)
2. Dennis Daly
3. Shelley Nacke
4. Mike Noble
5. Karen Sanders
6. Lisa Wiet
7. Sarah Willey
8. Tom Zelten

Absent:

1. Drew Hoffman
2. Kim Moore

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary
3. Jill Tabone, Therapy Operations Executive
4. Dave O'Hara, Broker, Fringe Funding

**IV. 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**

**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; DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES; AND CONSIDERATION OF LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].**

**Motion made by: Daly**

**Motion: to move into Closed Session at 4:37 p.m.**

Motion seconded by: Sanders

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**Motion made by: Daly**

**Motion: to move return to Open Session at 4:41 p.m.**

Motion seconded by: Wiet

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**VI. PUBLIC PARTICIPATION**

**Reception of Guests & Visitors & Opportunity for Public Comment**

There were none.

**VII. CONSENT AGENDA**

- A. Approval of Open Session Minutes of Meeting #8 on May 22, 2013**
- B. Approval of Closed Session Minutes of Meeting #8 on May 22, 2013**
- C. Approval of the Revised Personnel Report**
- D. Approval of Accounts Payable for the Months of June, July and August 2013**
- E. Acknowledgment of Receipt of Treasurer’s Report for the Months of April, May June and July, 2013**

**Motion made by: Daly**

**Motion: to approve the Consent Agenda as presented.**

Motion seconded by: Noble

There was no discussion.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**VIII. REGIONAL DIRECTOR’S REPORT (No motions needed)**

**A. HLERK – The Extra Mile – June, July, and August Editions**

No discussion.

**B. HLERK Conference**

Frankiewicz pointed out that there was an invitation to the conference in each Board member’s packet. She explained that HLERK holds three separate sessions of the conference: October 2, 2013 in Peoria; October 17, 2013 in Oak Brook; and October 30, 2013 in O’Fallon. There is a cost to attend. Board members who are interested in attending should contact Frankiewicz.

**C. HLERK Reception – Triple I**

Frankiewicz explained that the HLERK Reception will be held in November in conjunction with the Triple I meeting in Chicago.

**D. NIA Executive Board Election Results**

Frankiewicz reported the following election results:

**Subregion I: 17 Districts**

11 ballots returned

Sarah Willey: 11 votes

Lisa Wiet: 10 votes

No write-in candidates

**Subregion II: 24 Districts**

17 ballots returned

Kim Moore: 17 votes

Dennis Daly: 15 votes

No write-in candidates

**Subregion III: 28 Districts**

15 ballots returned  
Pam Scanlan: 15 votes  
No write-in candidates

Frankiewicz explained that Scanlan will attend the September Board meeting. She added that she is hoping to secure a candidate for the open position in Subregion III and will hold a special election as the position will be for a two-year term.

**E. NIA Autism Team Activities**

Frankiewicz informed the Board that the Autism Team has been very active. Mary Kay Brennan and Nikki Reed do an excellent job and have great expertise in this area. They primarily serve Subregions II and III, providing consultation services and activities for teachers, such as make-and-take workshops. Frankiewicz reported that we are looking at succession planning for the team, since Brennan has announced her retirement at the end of the 2015-2016 school year and Reed may decide to stop working next year (she is already retired and works a part-time schedule).

Noble asked if there was a chance that Brennan would want to continue on a part-time basis once she retires and, if she does, would she be rehired at the same rate of pay at which she retired or an adjusted rate? Frankiewicz recognized that this is something that the Board needs to consider, as the current practice is to bring back retirees at their last rate of pay. Willey added that the public looks negatively on the practice of rehiring retirees at a higher rate of pay and agreed that the Budget and Finance Committee should address this issue.

**IX. ACTION ITEMS**

**A. Approval of the Release of Closed Session Minutes**

**Motion made by:** Daly  
**Motion:** to approve, as recommended, not releasing any Closed Session Minutes  
**Motion seconded by:** Sanders

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

**B. Approval of the NIA Licensed Educator Evaluation Plan**

**Motion made by:** Zelten  
**Motion:** to approve the NIA Licensed Educator Evaluation Plan  
**Motion seconded by:** Daly

Frankiewicz reported that a joint committee composed of administrators and teachers worked together to change the NIA Teacher Evaluation process so that it conforms to the new ISBE regulations regarding teacher evaluation requirements. She recommended that the Board vote to adopt the Danielson Model as the evaluation plan to be used by the NIA. She stated that

the Plan was presented to all of the teachers, and it aligns with the State regulations as to the number of evaluations that must be performed for each teacher each year. The plan has been vetted by the NIA attorneys, especially regarding the professional development plan and the remediation plan. Frankiewicz added that the Plan would only apply to teachers this year and another rubric would be developed for use with Counselors and Speech/Language Pathologists next year. Frankiewicz pointed out that we currently have 2 Speech/Language Pathologists on staff – one has a Type 10 certificate and one has a Type 73. The Type 73 certificate does not require the growth model as an evaluation component but the Type 10 does, causing some confusion. The SLP with the Type 10 certificate may work toward attaining a Type 73 certificate so that they both can be evaluated in the same manner. She added that the Board will need to discuss the growth model component in the near future.

Nacke asked if the Vision Teachers also used the evaluation Rubric. Frankiewicz confirmed that they did. Tabone stated that the evaluation process for therapists was also being revamped to include a Rubric tool.

Zelten stated that he was comfortable approving the Plan, since it was developed and accepted by a committee of both administrators and teachers.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action:                                    Approved**

**C. Approval of NIA Services to SEDOM**

**Motion made by: Sanders**

**Motion: to approve the provision of NIA services to SEDOM for FY14 only**

Motion seconded by: Noble

Frankiewicz explained that when our Hearing Impaired Program Supervisor Maureen Henry advertised for an open Speech/Language Pathologist position, she got the impression that the Special Education District of McHenry County (SEDOM) Hearing Impaired Program had been disbanded. As a result, Henry asked Frankiewicz if she could reach out to SEDOM to see if they would be interested in sending their students to our Hearing Impaired Program. Frankiewicz said that she would reach out to the SEDOM Director first as a courtesy to see what was happening. When Frankiewicz spoke with SEDOM’s Director, she was informed that some of their larger districts are considering withdrawing from SEDOM and starting their own programs, causing concern about SEDOM’s future; she wondered if the NIA would be able to provide services to their member districts if the need were to arise. Through the discussion Frankiewicz discovered that SEDOM’s Vision and Hearing Supervisors are only lead teachers; the ISBE requires them to be certificated Supervisors. As a result, SEDOM has requested 4.5 days each of Vision and Hearing supervision to be compliant with ISBE guidelines for technical assistance. Frankiewicz stated that we can meet this request without our member districts being affected. NIA staff members Finn and Timonen would provide these services, making SEDOM compliant with the ISBE supervision guidelines.

Frankiewicz explained that, per NIA Guidelines, non-NIA Region districts used to be charged a daily rate plus 125%. Two years ago this was changed to a daily rate plus 110% plus an

assessment fee. Because this formula will not work with SEDOM since they are not a stand-alone district but are a cooperative of member districts, she recommended that the Board consider approving the NIA providing services to SEDOM at the daily rate plus 125%, which would net the NIA approximately \$2,000. SEDOM also would pay travel expenses. She added that establishing a relationship with SEDOM could open the door to establishing relationships with their member districts in the future should SEDOM dissolve

Zelten stated that there is an equity issue here; if we forgive the assessment fee for SEDOM, why not do this for an NIA member district? If we do not treat all districts the same, why even have the assessment fee? Under this arrangement, NIA member districts are shouldering the good will of NIA to SEDOM. He added that, while he agrees with providing the services they requested, he wonders why we have a standard if we do not adhere to it. Willey asked at what point they would become members of the NIA cooperative; Frankiewicz answered that we could approach the individual districts if SEDOM were to dissolve. Noble wondered if the NIA is a solution to their problem or just a stop-gap until they find the personnel they need to provide the required services. Frankiewicz answered that she informed SEDOM our agreement with them would be for one-year, as the Board must approve on an annual basis services provided to districts outside our region. She stated that we could tell SEDOM we would provide the services this year but next year the districts would have to become members of the NIA if they wanted to continue with us.

Nacke stated that many of SEDOM member districts are growing and are pulling their students out of the SEDOM programs. If we provide the services to SEDOM this year, the potential then exists to start talking with their member districts about establishing a long-term relationship with the NIA. Noble agreed, stating that we always want to look at ways to expand as it would help the NIA to become financially stable. Nacke stated that District 300 is very large and yet there are still areas in which they must reach out to the NIA for services that the district itself cannot provide.

Wiet recommended that the Board define when SEDOM needs to notify us as to whether or not they will retain our services next year. Frankiewicz stated that Barrington and Lake Zurich are not given notice of the possibility of NIA services until April or May. We wait to contract with them after our member districts are fully staffed and we are sure that we have time to offer to outside districts. The Board approves these services on a yearly basis. We could place the same requirement on SEDOM.

The Board members agreed that the intent of their motion would be to provide services to SEDOM for one year, after which time they would have a discussion on terms of continuation.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action:                      Approved**

**D. Approval of FY14 Insurance Rates**

**Motion made by:                      Daly**

**Motion:                                      to approve the FY14 Insurance Rates**

Motion seconded by:                      Zelten

**Discussion took place before the motion was made.**

Dave O'Hara from Fringe Funding, the broker used by the NIA, informed the Board that he had met with Frankiewicz on July 22, 2013 to discuss the insurance renewal and the effects of Healthcare Reform on benefits effective January 1, 2014. He reported that the overall renewal was favorable; the overall increase in costs for the new plan year for all coverages is 5.8%.

The NIA currently has 120 employees covered under its insurance plans, with 10 of those employees taking dependent coverage. Sun Life, the carrier used for stop-loss coverage, increased their premium for the new plan year by 8/10's of 1%, even though we did have several large claims this past year. Blue Cross increased their administration fee by 2%, which is very reasonable. There will also be new costs this year associated with Healthcare Reform; these will be kept at a minimum due to the fact that the NIA is self-funded. There will be a Research Fee of \$1.00 per participant and a reinsurance fee of \$63.00 per participant. The variable costs of the plan are running with the inflationary trend of 7%; the NIA had a 6.8% increase in claims cost for the year. Overall there will be a 5.7% increase on the PPO medical plan for the new plan year. Blue Cross has a substantial provider network with deep discounts, which helps to keep claims costs down. 10% of the eligible NIA employees enrolled in the Health Savings Account (HSA) medical plan, which will see a 4.7% increase in costs for the new plan year. O'Hara explained that the HSA is a win/win situation for both the employees and the employer. All in all, for the September 1, 2012 – August 31, 2013 plan year, the costs of the medical plan were 3.3% below budget.

There will be no increase in the vision plan premium; we received another two-year rate guarantee, which locks the rate in for a total of four years. The life insurance premium also stayed the same for the new plan year and Group Administrators renewed their contract for administering the dental and Flexible Spending Account plans with no increase. O'Hara stated that the trend on dental expenses is running at 6%; the NIA incurred an increase of 5.5% in claims expense for the past plan year and was .3% over budget.

With regard to Healthcare Reform, O'Hara reported that Fringe Funding has reviewed the NIA's payroll records and found that 100% of our employees are offered medical coverage well in excess of the minimum value guidelines under the Affordable Care Act (ACA). He noted that all employees must receive an Exchange Notice by October 1, 2013; Fringe Funding will develop the notice and mail them to all NIA employees. They will also answer any employee questions that should arise from the Notice. There will also be changes to HIPAA effective September 23, 2013 which requires notices be sent to all employees as well. Frankiewicz informed the Board members that a copy of the proposed memo that she will send to all employees concerning the September 1, 2013 renewal is in their packets.

Frankiewicz informed the Board that the NIA will be changing its Open Enrollment period from September to December, with any changes requested taking effect on January 1, 2013. Making this change eliminates the need for two Open Enrollment periods – one for the regular medical plan and one for the HSA plan – and makes decision making easier for married employees whose spouses have Open Enrollment periods with a January 1 effective

date as well. Frankiewicz also pointed out that the Board has not changed the \$300.00 annual employee contribution to the insurance plans; this may be something they want to look at in the near future as costs rise. They could consider an incremental increase in the employee contribution to help keep any increases to a minimum.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**E. Approval of Therapy Incentives**

**Motion made by: Daly**

**Motion: to approve the 2013-2014 Therapy Incentives**

Motion seconded by: Countryman

**Discussion took place before the motion was made.**

Jill Tabone, Therapy Operations Executive, stated that Frankiewicz and Cindy Vogeler, Administrative Assistant for Finance, asked her to review the Therapy Incentives structure that is currently in place. As a part of this process, Tabone and her leadership team developed and is piloting a workload calculator, which will be used to determine a reasonable expectation of the time a therapist will spend committed specifically to student treatment each workday and, thus, a therapist’s productivity. Tabone added that this will also be a valuable tool when discussing purchased services with the districts. Noble agreed, stating that travel time is a big consideration in calculating productivity and the amount of time a therapist has to spend with students.

Tabone explained that there are times during the school year when situations occur (leaves of absences, resignations) that make us unable to staff a district at its needs assessment level. Boone and Rockford ran into this last year. When this occurs, other therapists must pick up extra caseloads and need to be offered an increased workload incentive. There have never been any clear guidelines as to how this incentive should be paid. Currently therapists are paid an increased work load incentive of \$300 per month. The proposed workload calculator will help to determine if a therapist is actually working an increased workload. Our goal is to never pay increased workload incentives, as we want our member districts to be properly staffed. For this year, Tabone is recommending that the incentive be increased to \$400, as it has been at \$300 for a long time. This equates to approximately \$80 for each additional student. Frankiewicz interjected that the NIA attorneys have looked at this and have recommended that none of the incentives be added to base salary.

Tabone stated that they also reviewed how Assistant Supervisors are paid for their expertise in the field. Historically, we have paid individuals a Supervisor’s incentive payment of \$3,500 prorated by the percentage of their FTE worked in supervision. For example, a therapist who works 50% of the time as a physical therapist and 50% of the time performing supervision duties would receive an incentive payment of \$1,750 (.50 x \$3,500). In





who needed Therapy services due to the dissolution of the their Therapy staff. This addition of services will result in revenue of over \$1,000,000, but not in this fiscal year, since personnel reimbursement for these new hires will not be received until FY15. Some offset revenue is expected from MAC, but the first two quarterly payments will be based upon the FY13 staff; the last two quarterly payments will include the new staff members, which will help to reduce the deficit. Service fees were also modestly increased; we do not want to overcharge the districts and end up with a large fund balance that we would need to return to the districts. Frankiewicz also noted that, though our budget has shown a deficit for the past few years, our audits have shown we are not actually operating in the red - the budget is an estimate whereas the audit shows our actual financial picture. Frankiewicz reminded the Board that they have taken a conservative view on the finances, basing the budget on 75% of personnel reimbursement payments. Another factor is cash flow – accrual basis versus cash basis. Our reserves have remained steady at approximately \$2.6 million. For the reasons stated, Frankiewicz is not too concerned about the deficit number.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**X. Chairperson’s Comments and Other Business**

Willey thanked Tabone and O’Hara for their presentations. Frankiewicz brought the current edition of the School Board Members Handbook to the meeting for those members who wanted a copy. She reminded the members that their next meeting will take place on September 18, 2013. The meeting will be held at 4:30 p.m. at the Paddlewheel Inn with dinner at the Steak Pit after the meeting. Pam Scanlan will be welcomed to the Board at that meeting.

**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**

**ADJOURNED: 6:30 p.m.**