

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #4, FY12 AGENDA**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, February 22, 2012
Time: 4:30 p.m.
Location: Ogle County Special Education Office, Byron, IL
Type of meeting: Regular
Name of person(s) presiding: Sarah Willey, Chairperson
Name of person taking the minutes: Jean Tritle, Board Secretary

The meeting was called to order at 4:35 p.m.

II. SEAT NEW BOARD MEMBER FOR REGION II – Kurt Alberstett

III. ROLL CALL

Members in attendance:

1. Kurt Alberstett
2. Jay Augustine
3. Carla Cumblad
4. Drew Hoffman
5. Kimberly Moore
6. Mike Noble
7. Wayne Riesen
8. Sarah Willey
9. Tom Zelten

Members absent:

1. Karen Sanders
2. Pamela Scanlan
3. Lisa Wiet

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary

IV. APPROVAL OF AGENDA

Motion made by: Augustine
Motion: to approve the agenda as presented
Motion seconded by: Riesen

The Chairperson asked for a voice vote:

“Ayes” – All “Nays” – None

Action: Pass

V. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

VI. CONSENT AGENDA

- A. Approval of Minutes of FY12 Meeting #3 on January 18, 2012**
- B. Approval of Personnel Report**
- D. Approval of Accounts Payable for the Month of February, 2012**
- E. Acknowledgement of Receipt of Treasurer’s Report for the Month of January, 2012**

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

Frankiewicz welcomed Kurt Alberstett as a Region II Board member. She reported that the position of Therapy Department Operations Executive was tendered to Jill Tabone, who accepted the offer. Frankiewicz said that two candidates were interviewed for the position and that Ms. Tabone was selected due to her extensive leadership and management training. She will start working in her new position in April and will begin by visiting the schools to meet the therapists and the Directors with whom she will be working. Ms. Tabone is also interested in obtaining a Type 73 certificate and possibly a Type 75 as well.

Cumblad asked about the 25% salary increase for the two employees who announced their plans to retire at the end of the 2012-2013 school year. Frankiewicz explained this retirement incentive was previously approved by the Board. She had also verified with legal counsel that this incentive is still permissible under the new IMRF rule passed last year regarding limits on salary increases in the last year of employment before retirement.

The Chairperson asked for a roll call:
“Ayes” – Augustine, Cumblad, Hoffman, Moore, Noble, Riesen, Willey, Zelten, Alberstett
“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR’S REPORT

A. HLERK – The Extra Mile – January 2012

Frankiewicz noted that the February 2012 edition was distributed to the Board members as a handout.

B. NIA FY13 Service Fees Summary (Handout)

Frankiewicz explained that this summary is just a “snapshot” of the services to be provided to the member districts in FY13, as the final needs assessments are not due until the end of March. There does not appear to be any drastic changes in services to be provided in the next fiscal year. Some services we thought would be reduced may not happen after all and there

may actually be some unanticipated increases. The biggest decrease will be in therapy services, due to the Sycamore School District's decision to go in a different direction. There is also a decrease in requests for services in the areas of autism and inservice trainings; this is probably due to the fact that these are discretionary items for districts. Frankiewicz said an updated, final report will be presented to the Board in April.

C. NIA Teacher Salary Schedule – Update

Frankiewicz reported that this item may not be ready to present to the Board until the March or April meeting. She explained that, in trying to rework the current salary schedule, it was determined that we cannot go back and recreate it according to the guidelines requested by the Board and that the better alternative may be an entry-level guide. With the use of an entry-level guide, increases could be based on performance, like other NIA staff. An entry level guide would also create uniformity amongst all NIA staff members in two ways: it would allow salary increases to be consistent amongst all staff members; the salary schedule gave teachers a larger increase than most of the staff members due to the step increases. Also, the salaries for all other NIA positions are determined from an entry level guide. Riesen commented that, due to the current economic situation, he believes that more school districts will start to move away from the use of a salary schedule for teachers and toward entry-level guides; Hoffman and Willey agreed with this statement.

VIII. ACTION ITEMS

A. Approval of 7.5% Administrative Fee for External Speech Contracts

Motion made by: Hoffman
Motion: to approve the 7.5% Administrative Fee for External Speech Contracts
Motion seconded by: Moore

Frankiewicz explained that the NIA negotiates external speech contracts for some districts and co-ops and the NIA is not being compensated for the amount of time and effort spent on acquiring these contracts. She added that we currently charge an administrative fee for interpreter services and recommended to the Board that they approve the addition of this fee to the speech contracts. Hoffman felt that this was a good idea in that it provides for consistency in fees for all services arranged by the NIA. Frankiewicz stated that the possible addition of this fee had already been shared with the member districts during the needs assessment process.

The Chairman asked for a roll call:
“Ayes” – Cumblad, Hoffman, Moore, Noble, Riesen, Willey, Zelten, Alberstett, Augustine
Action: Approved

B. Acceptance of Final Notice of Reduction in Contractual Services for FY13 – Boone County Special Education Cooperative

Motion made by: Zelten
Motion: to accept the Final Notice of Reduction in Contractual Services for FY13 – Boone County Special Education Cooperative
Motion seconded by: Noble

Frankiewicz stated that the written request was received from Boone County Special Education by the deadline, but not in time to be presented at the January Board meeting. Boone County plans to hire their own vision itinerant teacher. Moore expressed her appreciation for the knowledge and expertise that Vision Coordinator Diane Finn lent to the teacher interview process.

The Chairman asked for a roll call:
“Ayes” – Hoffman, Moore, Noble, Riesen, Willey, Zelten, Alberstett, Augustine, Cumblad
Action: Approved

C. Acceptance of Final Notice of Reduction in Contractual Services for FY13 – CUSD #300

Motion made by: Riesen
Motion: to accept the Final Notice of Reduction in Contractual Services for FY13 – CUSD #300
Motion seconded by: Cumblad

Frankiewicz reported that District #300 has a new Director and the needs assessment process is a new learning experience for her. Frankiewicz and NIA staff members have been guiding her through the process. Frankiewicz explained that the letter presented to the Board tonight is different from the letter received from District #300 in November. Since receiving the January letter, Frankiewicz was told that the District would not be absorbing NIA teachers after all and they also would not be cutting hearing supervision services. Frankiewicz also said the District did not mention their wish to absorb the vision teacher in their initial letter. They have since decided not to pursue this action. They did indicate they will be removing Speech/Language supervision and will reduce Speech/Language services. Frankiewicz stated that she is still working with the District to determine their final service requests.

Hoffman pointed out that this can't be considered a “final” letter, since the District is still trying to decide which services to purchase. Frankiewicz said the Board was actually voting to accept their intention to potentially reduce some services. The Board requested that Frankiewicz ask District 300 to clarify and memorialize their intentions. Augustine pointed out that the letter before the Board tonight is the District's worst case scenario; they cannot come back with further cuts since they have passed the deadline to do this. Therefore, the

Board could vote to accept this letter. Zelten stated that, if the District signs the service agreement presented to them, this would take the place of a written verification of their intent.

Cumblad stated that, until they receive written verification of their intentions, the teachers they state they wish to absorb should be rified. Frankiewicz stated that this would not be a problem, because she intends to make deep RIFs. Teachers can be rehired once the service agreements are finalized.

The Chairman asked for a roll call:

Roll Call:

“Ayes” – Moore, Noble, Riesen, Willey, Zelten, Alberstett, Augustine, Cumblad, Hoffman

Action: **Approved**

D. Approval of Reduction of NIA Standard Teacher Contract from 185 days to 182 days for FY13

Motion made by: **Zelten**

Motion: **to approve the Reduction of NIA Standard Teacher Contract from 185 days to 182 days for FY13**

Motion seconded by: Augustine

Frankiewicz explained that this change is necessary due to the fact that many of the member school districts have calendars of 180 -182 days and, therefore, do not want to purchase 185 days of teaching services from the NIA. The decrease in the number of days would not change the teachers’ salaries and, if they are required to work more than 182 days, they would receive additional contractual pay. The NIA has been subsidizing the three additional days for the past few years; by making this change, the districts would begin to pay for any additional days. Frankiewicz said she had spoken with the teachers about this possible change and they understood the reason for the change. Therefore, she recommended that the Board approve this change as it is a win/win situation for both the teachers and the NIA.

The Chairman asked for a roll call:

“Ayes”- Noble, Riesen, Willey, Zelten, Alberstett, Augustine, Cumblad, Hoffman, Moore

Action: **Approved**

IX. Chairperson’s Comments and Other Business

Chairman Willey read a letter from Frankiewicz to the Board, in which she reported that two NIA employees had recently passed away. Kathy Blaha had worked as an occupational therapist since 2003 in District 300; she passed away on December 5, 2011 after a brief illness. Shari Johnson began her career with the NIA in 1979 as a preschool teacher in the Hearing Impaired program. Though she retired in 2007, she continued to work as a substitute teacher for the NIA. She passed away on February 2, 2012. Chairman Willey asked for a moment of silence to recognize these two staff members.

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

Motion made by: Hoffman

Motion: to Adjourn

Motion seconded by: Riesen

The Chairperson asked for a voice vote:

“Ayes” - all “Nays” - none

Action: Passed

ADJOURNED: 5:34 p.m.