

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #5, FY16 AGENDA  
Ogle County Education Center  
Byron, Illinois  
Wednesday, March 16, 2016  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, March 16, 2016  
Time: 5:00 p.m.  
Location: Ogle County Education Center  
Type of meeting: Regular  
Name of person taking the minutes: Jean Tritle, Board Secretary

Kim Moore, Board Chair, was absent. Malone recommended that Swan-Gravatt act as Chairperson Pro-tem. The Board members present voted unanimously to approve Malone's recommendation.

**Name of person(s) presiding: Crystal Swan-Gravatt, Chairperson Pro-tem**

**The meeting was called to order at 5:03 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman (arrived at 5:05 p.m.)
2. Dennis Daly
3. Susie Kopacz
4. Mike Noble
5. Pamela Ransom
6. Cheryl Robinson
7. Corena Steinmeyer
8. Crystal Swan-Gravatt

Absent:

1. Amy Galvan
2. Kimberly Moore
3. Leatrice Satterwhite
4. Tom Zelten

Also present:

1. Jon Malone, Regional Director
2. Jean Tritle, Board Secretary

**III. APPROVAL OF AGENDA**

Swan-Gravatt reported that the agenda had been amended to remove Item 3, Approval of Non-renewal of Administrator Contract and Reassignment, from Action Item A, Staff Dismissals

**Motion made by: Daly**  
**Motion: to approve the agenda as amended**  
Motion seconded by: Kopacz

**The Chairman asked for a roll call**

**Roll Call:**

"Ayes" – Daly, Kopacz, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt  
"Nays" – None

**Action: Approved**

#### **IV. PUBLIC PARTICIPATION**

##### **Reception of Guests and Visitors and the Opportunity for Public Comment**

Swan-Gravatt noted that Karen Owen from Studer Education was present at the meeting.

#### **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, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].**

**Motion made by:** Ransom  
**Motion:** to move into Closed Session at 5:06 p.m.  
**Motion seconded by:** Robinson

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Daly, Kopacz, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Countryman

“Nays” – None

**Action:** Approved

**Motion made by:** Daly  
**Motion:** to return to Open Session at 5:25 p.m.  
**Motion seconded by:** Ransom

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Kopacz, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Countryman, Daly

“Nays” – None

**Action:** Approved

#### **VI. CONSENT AGENDA**

- A. Approval of Open Session Minutes of FY16 Meeting #4 on February 24, 2016**
- B. Approval of Personnel Report (corrected)**
- D. Approval of Accounts Payable for the month of March 2016**
- E. Acknowledgement of Receipt of Treasurer’s Report for the month of January 2016**

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

Swan-Gravatt noted that the Personnel Report was amended to correct a date.

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

**Roll Call:**

“Ayes” – Kopacz, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Countryman, Daly

“Nays” – None

**Action:** **Approved**

## **VII. REGIONAL DIRECTOR’S REPORT**

### **A. Statements of Economic Interest**

Malone informed the Board members that the Statements had been mailed and were due back in the DeKalb County Clerks’ office by May 1, 2016. Statements received after that date could be subject to a fine.

### **B. Quick Fact – Cost of FY17 Salary Increases**

Malone reported that the cost of the FY17 salary increases amounts to \$282,763.70, which includes a 2% increase for staff members plus Therapy equity adjustments that were previously approved by the Board and retirement incentives. He reminded the Board that a 2% increase was used in the calculation of the FY17 daily rates.

### **C. Challenge – Deaf/HH Program Relocation of the Elementary and Middle School Students for the 2016-2017 School Year**

Malone informed the Board that D300 is moving the elementary and middle school classes of the NIA Deaf/HH Program to a different K-8 building for next year. The steps we are taking to inform all parties of this move include:

- Communicating with the Districts involved and offering to partner with them on a letter for parents or hosting a parent meeting
- Parent communication will occur after Districts conversations
- Devising a Packing/Moving Plan
- Monitoring the increase or decrease in enrollment. Malone stated that DeKalb District 428 has already expressed concern over the distance their students will need to be bused. Malone said they have expressed an interest in a co-teaching plan which the NIA has offered to help them develop.

Malone stated that the teachers have already been informed of the move. Kopacz asked if there is a centrally located building in their district that would better serve all of the districts who send students to the program. Malone answered that it doesn’t matter where these classes are moved as it would cause a problem for some districts. He added that approximately 50% of the students in the program reside in District 300.

### **D. Board Members up for Re-election**

Malone informed the Board that the following members are up for re-election this year:

- Subregion I: Satterwhite and Countryman
- Subregion II: Galvan and Zelten
- Subregion III: Noble and Steinmeyer

Malone asked these Board members to let him know if they wish to continue to serve on the NIA Executive Board.

## **E. NIA and Studer Education**

Malone introduced Karen “KK” Owen from Studer Education. Owen came to the meeting to inform the Board of the work that she and Malone had been doing in the area of Leadership. She explained that leadership is an integral part of student achievement and that they had developed the following strategy for the NIA staff to move toward NIA’s mission:

### **1. Goals for NIA**

Existing data was reviewed to assess current perceptions, conditions, and needs of NIA and districts. A “Straight A Leadership Assessment” was given to Coordinators, Supervisors, Administrative staff and the Board in order to develop leadership goals and goals for service to member districts. The focus will be on communication and service to NIA’s internal and external customers.

### **2. Evidence-based Leadership**

The goals developed in the previous step are aligned with behaviors and processes. The focus is currently on leadership development through the process of rounding and finding ways to reward and recognize. The end goal is to standardize leadership practices.

### **3. Survey Process**

An Employee Engagement Survey has been administered to all employees to assess the extent to which leaders provide work environments that support the highest performance for employees. Employees completed the survey about the work environment of the department they identified as the place where their supervisor is located. We are about to roll the results of this survey out to all NIA staff members.

### **4. Next Steps**

A Member Districts Services Survey will be sent out to assess the NIA’s accessibility, accuracy, attitudes, operations and timeliness in providing services to our member districts. The results will be shared with the Districts in the form of a scorecard, which will be used to plan for next year.

Malone added that a large part of this plan will be integrated with his goals.

## **VIII. ACTION ITEMS**

### **A. Staff Dismissals**

#### **1. Approval of Resolution Authorizing Honorable Dismissal of Full-Time Educational Support Personnel Employees**

**Motion made by:** Daly  
**Motion:** to Approval of Resolution Authorizing Honorable Dismissal of Full-Time Educational Support Personnel Employees

Motion seconded by: Ransom

There was no discussion.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Countryman, Daly, Kopacz

“Nays” – None

**Action: Approved**

**2. Approval of the Resolution Authorizing Dismissal of Part-Time Educational Support Personnel Employees**

**Motion made by: Daly**

**Motion: to Approval of Resolution Authorizing Honorable Dismissal of Part-Time Educational Support Personnel Employees**

Motion seconded by: Noble

There was no discussion.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Countryman, Daly, Kopacz

“Nays” – None

**Action: Approved**

**3. Approval of Resolution Authorizing Honorable Dismissal of Teachers**

**Motion made by: Ransom**

**Motion: to Approval of Resolution Authorizing Honorable Dismissal of Teachers**

Motion seconded by: Daly

There was no discussion.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Ransom, Robinson, Steinmeyer, Swan-Gravatt, Countryman, Daly, Kopacz, Noble

“Nays” – None

**Action: Approved**

**B. Review of Closed Session Minutes and Consideration of Release of Closed Executive Session Minutes**

**Motion made by: Daly**

**Motion: to approve not releasing any Closed Executive Session Minutes**

Motion seconded by: Robinson

There was no discussion.

**The Chairman asked for a Voice Vote:**

**Voice Vote:**

“Ayes” – All “Nays” – None

**Action: Approved**

**C. Approval of Resolution for Destruction of Audio Recordings of Past Closed Sessions which are 18 Months or older for March 19, 2014, April 23, 2014, June 18, 2014, and August 27, 2014**

**Motion made by:** Noble  
**Motion:** to approve the Destruction of Audio Recordings of Past Closed Sessions which are 18 Months or older for March 19, 2014, April 23, 2014, June 18, 2014, and August 27, 2014  
**Motion seconded by:** Daly

There was no discussion.

**The Chairman asked for a Voice Vote:**

**Voice Vote:**

“Ayes” – All “Nays” – None

**Action:** Approved

**D. Approval of Regional Director’s Evaluation (Handout)**

**Motion made by:** Noble  
**Motion:** to approve the Regional Director’s Evaluation  
**Motion seconded by:** Ransom

There was no discussion.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Robinson, Steinmeyer, Swan-Gravatt, Countryman, Daly, Kopacz, Noble, Ransom

“Nays” – None

**Action:** Approved

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

Kopacz asked Malone to post his Director’s Report slides on Boardbook. Malone said that he would do that and will also put the slides from the Studer Education presentation on Boardbook. Kopacz also suggested putting documents on Boardbook to which they can refer, adding that NIA policies and by-laws can also be put on Boardbook. Malone answered that our legal team is currently reviewing all of NIA’s policies and Rules and Regulations for updating.

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

**Motion made by:** Daly  
**Motion:** to Adjourn  
**Motion seconded by:** Ransom

**The Chairman asked for a Voice Vote:**

**Voice Vote:**

“Ayes” – All “Nays” – None

**Action:** Approved

**The meeting was adjourned at 6:10 p.m.**