

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #5, FY17
AGENDA**

**Ogle County Education Center
Byron, IL
April 19, 2017
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, April 19, 2017
Time: 5:00 p.m.
Location: Ogle County Education Center
Type of meeting: Regular
Name of person taking the minutes: Jean Tritle, Board Secretary
Name of person(s) presiding: Kim Moore, Chairperson

The meeting was called to order at 5:00 p.m.

II. ROLL CALL

Members in attendance:

1. Dennis Daly
2. Melissa Geyman
3. Kathleen Kreller
4. Kimberly Moore
5. Mike Noble
6. Pamela Ransom
7. Corena Steinmeyer
8. Crystal Swan-Gravatt

Absent:

1. Kathy Countryman
2. Susie Kopacz
3. Cheryl Robinson
4. Leatrice Satterwhite

Also present:

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

III. APPROVAL OF AGENDA

Moore noted that the agenda had been amended to delete Action Item B, Approval of the New Interpreter Compensation Plan and Entry Level Guide as it will be presented to the Board at a later date.

Motion made by: Daly
Motion: to approve the agenda as amended
Motion seconded by: Swan-Gravatt

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Geyman, Kreller, Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt
“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; 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: Daly
Motion: to move into Closed Session at 5:01 p.m.
Motion seconded by: Ransom

The Chairman asked for a roll call

Roll Call:
“Ayes” – Daly, Geyman, Kreller, Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt
“Nays” – None
Action: Approved

Motion made by: Daly
Motion: to return to Open Session at 5:10 p.m.
Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:
“Ayes” – Geyman, Kreller Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt, Daly
“Nays” – None
Action: Approved

VI. CONSENT AGENDA

- A. Approval of the Open Session Minutes of FY17 Meeting #4 on February 22, 2017**
- B. Approval of the Closed Session Minutes of FY17 Meeting #4 on February 22, 2017**
- B. Approval of the Personnel Report**
- C. Approval of Accounts Payable for the months of March 2017 and April 2017**
- D. Acknowledgement of Receipt of Treasurer’s Reports for the month of February 2017**

Malone informed the Board that the Personnel Report contained a request from an Interpreter who has been on an unpaid leave of absence for the 2016-2017 school year to extend her unpaid leave for another school year (2017-2018) due to personal family reasons. Malone said he was recommending that the Board approve her request so that she will return to the NIA for the 2018-2019 school year; if the leave were to be denied, she may find a job elsewhere. Noble asked if her job was being guaranteed. Malone answered it was not and added that she would not receive any seniority for the two years she is off. Noble wondered what NIA would do if we hired someone to take her place and the new hire was an exceptional employee. Would NIA let him or her go in in order to bring back the employee on leave? Malone answered that we would need to cross that

bridge when we came to it, adding that her leave is not hurting the organization at this time. Since there is no specific policy regarding extending a leave for another year, the consensus of the Board was to approve the request.

Motion made by: **Daly**
Motion: **to approve the Consent Agenda**
Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kreller, Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt, Daly, Geyman

“Nays” – None

Action: **Approved**

VII. REGIONAL DIRECTOR’S REPORT

A. Action Plan Update

Malone reported that the fall Employee Engagement Survey window closed last week. The results will be tabulated by Studer and will be included in leader performance evaluations.

The Fall Customer Service Survey windowed opened this week. Again, the results will be tabulated by Studer and will be included in leader performance evaluations.

The fourth and final Leader Development Institute will be held on April 20, 2017. K.K. Owen will conduct the institute, which will include:

- Working with Reds which will explore predicting final outcomes based on midpoint results.
- Standards of Excellence which will look at our values in order to compile a list for leaders and teammates to use in the future.

B. Quick Fact

Malone informed the Board that the NIA will lose two veteran official professionals at the end of this fiscal year due to their retirement. He reported that one of these positions will be eliminated due to the fact that we have identified and improved our internal processed regarding audiological referrals. The process has been streamlined which has enabled us to eliminate the position that handled these procedures in the past. This will result in some cost savings that we will be able to pass onto our partners.

Malone reported that our Therapy Coordinator will also retire at the end of the current fiscal year. The NIA has decided not to fill this position. Instead, the work for this position will be shared by a part-time Therapy Program Supervisor and the Therapy Operations Executive. This change also results in a cost savings we will be able to share with our partners.

C. Challenge

Malone posed a question to the Board, asking if, since “supervision” services often include Technical Assistance and Professional Development, the NIA would advantage our partners by selling “Low Incidence PD” separate from “supervision” and would this change allow Directors to use IDEA funds more flexibly than our current format.

Noble answered that he already uses grant monies for NIA services. Swan-Gravatt stated that she thought this would be a good practice to implement as it would help her to leave more monies in her general fund. Malone agreed, adding that some districts that currently pay for these services with local dollars could then use grant funds.

VIII. ACTION ITEMS

A. Staff Dismissals

1. Approval of Resolution Authorizing Honorable Dismissal of Teachers

Motion made by: **Daly**
Motion: **to Approve the Resolution Authorizing Honorable Dismissal of Teachers**

Motion seconded by: Ransom

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kreller, Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt, Daly, Geyman

“Nays” – None

Action: **Approved**

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

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

Motion seconded by: Geyman

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt, Daly, Geyman, Kreller

“Nays” – None

Action: **Approved**

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

Motion made by: **Daly**
Motion: **to Approve the Resolution Authorizing the Dismissal of Part-Time Educational Support Personnel Employees**

Motion seconded by: Geyman

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Ransom, Steinmeyer, Swan-Gravatt, Daly, Geyman, Kreller, Moore

“Nays” – None

Action: **Approved**

4. Approval of the Resolution Authorizing the Non-Renewal and Dismissal of a Probationary Teacher

Motion made by: **Daly**
Motion: to Approve the Resolution Authorizing the Non-Renewal and Dismissal of a Probationary Teacher
Motion seconded by: Steinmeyer

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Ransom, Steinmeyer, Swan-Gravatt, Daly, Geyman, Kreller, Moore, Noble

“Nays” – None

Action: **Approved**

B. Approval of the New Interpreter Compensation Plan and Entry Level Guide (Handout) – THIS ITEM WAS PULLED FROM THE AGENDA UNTIL A LATER DATE

C. Approval of the Regional Director’s Evaluation

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

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Steinmeyer, Swan-Gravatt, Daly, Geyman, Kreller, Moore, Noble, Ransom

“Nays” – None

Action: **Approved**

D. Approval of the Parameters for the Regional Director’s Contract

Motion made by: **Daly**
Motion: **to approve the Parameters for the Regional Director’s Contract**
Motion seconded by: Swan-Gravatt

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Steinmeyer, Swan-Gravatt, Daly, Geyman, Kreller, Moore, Noble, Ransom

“Nays” – None

Action: **Approved**

E. Approval of the Regional Director’s Contract

Motion made by: **Daly**
Motion: **to approve the Regional Director’s Contract**
Motion seconded by: Swan-Gravatt

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Steinmeyer, Swan-Gravatt, Daly, Geyman, Kreller, Moore, Noble, Ransom

“Nays” – None

Action: Approved

F. Approval of the Release Of Closed Session Minutes from Meetings that Occurred between September 25, 2002 through February 22, 2017

Motion made by: Daly

Motion: to approve not releasing any Closed Session Minutes from September 25, 2002 through February 22, 2017

Motion seconded by: Geyman

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Swan-Gravatt, Daly, Geyman, Kreller, Moore, Noble, Ransom, Steinmeyer

“Nays” – None

Action: Approved

G. Approval of the Destruction of Closed Session Audio Minutes 18 months or older from the February 25, 2015, March 18, 2015, April 22, 2015, May 20, 2015, and August 26, 2015 Meetings

Motion made by: Daly

Motion: to approve the Destruction of Closed Session Audio Minutes 18 months or older from the February 25, 2015, March 18, 2015, April 22, 2015, May 20, 2015, and August 26, 2015 Meetings

Motion seconded by: Geyman

Discussed in Closed Session; no further discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Geyman, Kreller, Moore, Noble, Ransom, Steinmeyer, Swan-Gravatt

“Nays” – None

Action: Approved

H. Approval of the NIA Executive Board Meeting Date for FY18

Motion made by: Daly

Motion: to approve the NIA Executive Board Meeting Dates for FY18

Motion seconded by: Swan-Gravatt

Malone explained that he made changes to a few meeting dates in order to accommodate the RIF timing deadlines. The April 2018 meeting will be held earlier in the month that it has been in the past so that the NIA Board can approve the Reductions in Forces before the Sycamore Board does. The Board will also meet earlier in June 2018 in order to approve the tentative budget for the next fiscal year before it is taken to the Sycamore School Board for their approval.

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – all

“Nays” – none

Action: Approved

I. Approval of the NIA Deaf/HH Program Student Attendance Calendar for FY18

Motion made by: Daly

**Motion: to approve the Deaf/HH Program Student Attendance Calendar for
FY18**

Motion seconded by: Swan-Gravatt

Malone explained that the Deaf/Hard of Hearing Program is located in District 300 so their calendar is used as the program’s student attendance calendar.

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – all

“Nays” – none

Action: Approved

IX. Chairperson’s Comments and Other Business

Malone thanked the Board members for their service to NIA each month.

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

Motion made by: Daly

Motion: to Adjourn

Motion seconded by: Swan-Gravatt

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – all

“Nays” – none

Action: Approved

The meeting was adjourned at 5:35 p.m.