

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #6, FY16 AGENDA
Ogle County Education Center
Byron, Illinois
Wednesday, May 18, 2016
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, May 18, 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
Name of person(s) presiding:

The meeting was called to order at 5:04 p.m.

II. ROLL CALL

Members in attendance:

1. Dennis Daly
2. Susie Kopacz
3. Kimberly Moore
4. Mike Noble
5. Pamela Ransom
6. Leatrice Satterwhite (arrived at 5:10 p.m.)
7. Crystal Swan-Gravatt
8. Tom Zelten

Absent:

1. Kathy Countryman
2. Amy Galvan
3. Cheryl Robinson
4. Corena Steinmeyer

Also present:

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

III. APPROVAL OF AGENDA

Motion made by: Daly
Motion: to approve the agenda
Motion seconded by: Zelten

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Kopacz, Moore, Noble, Ransom, Swan-Gravatt, Zelten

“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; SECTION 2.06 [5 ILCS 120/2.06].

Motion made by: Daly
Motion: to move into Closed Session at 5:06 p.m.
Motion seconded by: Swan-Gravatt

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Kopacz, Moore, Noble, Ransom, Swan-Gravatt, Zelten

“Nays” – None

Action: Approved

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

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kopacz, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt, Zelten, Daly

“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Open Session Minutes of FY16 Meeting #6 on April 20, 2016**
- B. Approval of Closed Session Minutes of FY16 Meeting #6 on April 20, 2016**
- C. Approval of Personnel Report (Revised)**
- D. Approval of Accounts Payable for the month of May 2016**
- E. Acknowledgement of Receipt of Treasurer’s Report for the months of March 2016 and April 2016**

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

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kopacz, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt, Zelten, Daly

“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR'S REPORT

A. Quick Fact

Malone informed the Board that one of the services offered in our region is orthopedic clinics, which involves student referral for individual consultation by an experienced pediatric orthopedist (MD) to explore possible orthopedic issues related to school and academic performance at no cost to the family (service is included in daily rate to the district). Ongoing consultations are available to families to manage orthopedic conditions. We also offer vision clinics.

B. Challenge

Malone reported two challenges:

1. The IDPH grant has not been funded by the State of Illinois for FY16; the NIA is out the \$35,000 spent for this grant. The grant is a flow-through in that the IDPH runs their finances through the NIA; the only staff member involved is our finance administrative assistant. We charge a small fee for maintaining their books. Malone was not sure what service the IDPH provided with this grant and told the Board he would send them information about this. He has informed the IDPH that the NIA will not be act as their administrative agent for FY17.
2. On occasion, an NIA employee is placed on a paid administrative leave, which results in services not being provided across partner districts. Malone asked the Board if the partner districts should be reimbursed for missed services or if this is a part of the cooperative experience. If it should be rebated, is it okay to use the fund balance for it?

Zelten asked if this pertains to a specific service. Malone answered that it can be any service provided by the NIA. Zelten asked if another employee could perform the service. Malone answered that we always try to place a substitute in the position. Noble stated that this could be done as a compensatory service. Zelten responded that we could use a registry, as the Therapy Department does, in order to make the hours up after a regular work day. He added that, if the service is for a student, it should be made up. If it for hearing or vision, he felt it should be rebated back to the district.

Swan-Gravatt stated that, if they have a teacher who cannot fulfill his/her services, a substitute is used. She added that any certified person can be used as a substitute for up to 90 days; after that, the person must have the correct certification. Zelten replied that this cannot be done in the case of a physical or occupational therapist. Malone stated that there are a few consult services that we could not sub out. Satterwhite responded that we show a good faith effort to make up the missed services if at all possible.

Malone stated that he will push compensatory time but asked again if this is considered a cooperative experience. Kopacz asked if there is any written policy regarding this. Malone answered that he will look at the Articles of Agreement to see if it is addressed there. Noble was of the opinion that this is an administrative call versus a policy; each scenario has its own set of circumstances and a decision on how to handle missed services should be made on a case-by-case basis. Swan-Gravatt

added that the Regional Director of NIA is empowered to make these administrative decisions and the decisions should be based on best practices.

Zelten stated that if the case impacts services being provided to a child, the parents have the right to file a complaint with ISBE or go through due process. If the case is service-related, parents should be told. This could be done by the district's Director but would be more appropriate for NIA to do since they are the service provider. Swan-Gravatt related that when OT services were needed for a student, one of the NIA's therapy staff members contacted the parents to let them know that the services could be provided by a private contractor located by the NIA.

Malone reiterated that this could be considered a part of belonging to a cooperative and that the districts could be reimbursed for lost services through the fund balance. Zelten asked if Malone would reimburse a district if they did not want the employee back. Malone answered that he would not and would also make sure that he applied this rule evenly amongst the member districts.

C. Support for the Startup of D/HH Co-teaching Program in DeKalb #428

Malone explained that this could be an action item at a later date.

The NIA Deaf/HH Program will be moving its elementary and middle school students to a school in Algonquin in the fall, which will mean a very long bus ride of at least an hour for students who reside in some of our member districts. The DeKalb School District is looking into starting a blended model with co-teaching and self-contained classrooms as needed. So far, they have students for grades 3 and 4. The DeKalb Board of Education has approved establishing this program. Currently Christy Meyers, DeKalb's Director of Special Education has put together a program that would cost approximately the same as the cost DeKalb would have incurred if they purchased the services from NIA. Meyers has stated that their future goal is to have a K – 12 D/HH program that would be open to students from NIA member and nonmember districts.

Malone asked the Board to consider two questions:

- Does the NIA have a regional interest in supporting this type of program
- If we do have the momentum to support it, would the Board consider providing services in kind such as providing teachers at cost with no administrative or operation and maintenance fees. We would not commit to more than one year at a time as students could be placed in the wrong grade level or they would move and there would not be enough students enrolled to sustain the program.

Zelten asked how many students would be enrolled in the program. Malone answered that there are currently 6 from DeKalb, 1 from Sycamore, and 1 from Burlington. Zelten stated that the Districts have the right to establish their own program; DeKalb is trying to ascertain if a second regional program could be sustained. He added that he does not believe that other member districts would want to support DeKalb's program if they have no students enrolled in it.

Noble said that he knew of a district who took over a life skills program. When the enrollment increased and they had to open another class, the cost of the program skyrocketed. Swan-Gravatt added that she believes it will end up costing DeKalb a lot of money to start their own program. She said that DeKalb needs to get the word out that they are willing to accept students from other districts in order to offset costs.

Malone stated that he will tell DeKalb that the NIA is not interested in supporting their program at this time as it is too individual to DeKalb right now. We will keep an eye on it and may consider supporting it in the future. For now, DeKalb will purchase teaching and interpreting services from the NIA at the FY17 daily rate.

VIII. ACTION ITEMS

A. Approval of the NIA Executive Board Ballot for FY17

Motion made by: Daly
Motion: to approve the NIA Executive Board Ballot for FY17
Motion seconded by: Satterwhite

Malone asked the candidates to check their biographies for accuracy.

The Chairman asked for a Voice Vote:

Voice Vote:
“Ayes” – all “Nays” – none

Action: Approved

B. Approval the NIA FY17 Tentative Budget

Motion made by: Daly
Motion: to approve the NIA FY17 Tentative Budget
Motion seconded by: Swan-Gravatt

Malone discussed the process that the NIA goes through in order to calculate a tentative budget, including needs assessment and receiving signed agreements for services. The Budget and Finance Committee met in January and established the parameters for the FY17 budget. Malone recommended that the Budget and Finance Committee meet again in July or August in order to review the tentative budget and propose a final budget, which will be approved in August.

Malone shared a revised services comparison for FY16 and FY17. When the Board looked at these numbers earlier, the numbers were stable; as of today, we have seen significant increases in several service areas.

Malone reviewed the changes in some budget lines:

- Finn and Tabone’s salaries were moved from their respective budgets to the Admin budget. Clerical costs from various budgets were moved to the Admin budget.
- Baseline vocabulary has been dropped. Some of the educational baseline budget was moved to hearing supervision.
- A clerical staff member who supports counseling and audiology was hired at a lesser cost.
- O & M services increased by 50.5 days or .30 FTE
- The budget for Speech/Language services was previously constructed with “to be determined” salaries which were proposed at a high rate. This service increased by 440 days, or 3.2 FTE. We did have 3 SLP’s hired through agencies, but two of them changed their minds.
- Therapy will have a long-term employee retire at the end of FY17 who will receive a 25% increase for the fiscal year. One of our COTA’s will no longer be

employed in FY17. Therapy services increased by 578 days, or 3.2 FTE. We will have a greater percentage of direct hires, including the buyout of three agency contracts with favorable outcomes.

- We have an established a goal of less than a 5% increase for the FY17 Operations and Maintenance budget.
- The budget for Hearing Interpreters increased, though the number of days purchased decreased. This is due to a movement of higher paid interpreters out of the D/HH Program Budget, into the Hearing Interpreting budget.
- There is no substantive change to the Inservice /Supported Work (STEP) budget. Malone explained that the STEP program supports students in their transition years and that the NIA provides professional development to the districts through the inservice budget.
- There is an increase of 630 days (3.5 FTE) in hearing teaching services.
- Vision teaching services increased by 356.5 days (2.0 FTE). Malone noted we have experienced serious recruitment issues due to our salary scale.
- There is a decrease in the number of Adapted PE days sold. Only 139 days were purchased for FY17. Our current APE teacher will be offered a contract for 139 days. If he declines the contract, we will try to hire someone else or look for a way to make the position whole, such as making the teacher a permanent sub in the Deaf/HH Program for 43 days.
- Autism days increased by 8.0 days while Assistive Technology days decreased by 1.0. Malone noted that Mary K. Brennan, our Assistive Tech Specialist will be retiring at the end of the current school year.
- As previously discussed, we have declined to be the flow-through agency for the IDPH grant in FY17.

Regarding revenues, there is a general increase in the number of days sold for FY17. We will see an increase in the number of staff members who qualify for Personnel Reimbursement. We will also see a \$50,000 increase in projected Medicaid Administrative Outreach. We receive \$450,000, which is used to offset the cost of the daily rates.

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

The FY17 budget contains a \$377,873 deficit. This is due to:

- A .5% TRS cost shift, which totals \$14,000
- 25% unbudgeted Personnel Reimbursement, which totals \$294,500
- A projected 5% increase in insurance rates

Malone explained that, historically, the NIA has passed a budget with a deficit but usually ends up in the black at the end of the year due to the receipt of unexpected funds or some other occurrence. Zelten agreed with this statement and asked about the amount the NIA has in reserves; he thought it as around \$250,000 last year. He added that it needs to be greater than the projected deficit amount. Malone reported that the reserves total approximately \$3,000,000.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Ransom, Satterwhite, Swan-Gravatt, Zelten, Daly, Kopacz

“Nays” – None

Action: **Approved**

C. Approval of the Revised Lease Agreement for the Deaf/HH Program Between District #300 and the NIA

Motion made by: Daly
Motion: to approve the Revised Lease Agreement for the Deaf/HH Program Between District #300 and the NIA
Motion seconded by: Scanlan

Malone explained that the revised lease agreement is necessary due to moving the elementary and middle school students in the Deaf/HH program to Westfield School in Algonquin; the high school students will remain at Hampshire High School. The square footage that our program will occupy at Westfield will decrease due to the move. Moore asked if the agreement was made based upon the School Code Guidelines facility formula for districts charging other districts for space. Zelten asked that Malone check to make sure that District 300 was using this formula. Moore agreed, noting that the lease states that the annual increases would be based upon CPI. Zelten asked if the NIA has any recourse if District 300 is not using the School Code formula. Malone answered that the rates are the ones that were cited in the original lease with District 300 that was signed last year. Zelten suggested that the Board approve the lease, with Malone following up with the Board's question.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Ransom, Satterwhite, Swan-Gravatt, Zelten, Daly, Kopacz, Moore

"Nays" – None

Action: Approved

IX. Chairperson's Comments and Other Business

Malone informed the Board that a Customer Satisfaction Survey was sent to all member districts to complete; the deadline for submission is May 20th. Studer will compile the results.

Several Board members commented on the fact that they liked Boardbook for receiving their packets. Ransom commented that she also liked Malone's use of slides for presenting information at each meeting.

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

Motion made by: Daly
Motion: to Adjourn

Motion seconded by: Satterwhite

The Chairman asked for a Voice Vote:

Voice Vote:

"Ayes" – all "Nays" – none

Action: Approved

The meeting was adjourned at 6:25 p.m.