

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #2, FY16 AGENDA  
Ogle County Education Center  
Byron, Illinois  
Wednesday, November 18, 2015  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, November 18, 2015  
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: Kimberly Moore, Chairperson**

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

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Amy Galvan (arrived at 5:05 p.m.)
4. Susie Kopacz
5. Kimberly Moore
6. Mike Noble (arrived at 5:15 p.m.)
7. Pamela Ransom
8. Cheryl Robinson
9. Corena Steinmeyer
10. Crystal Swan-Gravatt
11. Tom Zelten

Absent:

1. Leatrice Satterwhite

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: Swan-Gravatt

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**IV. PUBLIC PARTICIPATION**

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

There were none.

**V. CONSENT AGENDA**

- A. Approval of Open Session Minutes of FY16 Meeting #1 on September 23, 2015**
- B. Approval of Closed Session Minutes of FY16 Meeting #1 on September 23, 2015 (Handout)**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the months of October 2015 and November 2015 (Handout)**
- E. Acknowledgement of Receipt of Treasurer’s Report for the month of September 2015**

**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” – Daly, Kopacz, Moore, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Zelten, Countryman

“Nays” – None

**Action:** Approved

**VI. REGIONAL DIRECTOR’S REPORT**

**A. Quick Fact**

Malone stated that he would present a “quick fact” to the Board at each meeting. Tonight’s quick fact was about the Needs Assessment Process and how it works. He explained that the department Coordinators work with their staff members to prepare data for the Special Education Directors in each district upon which they make quality recommendations for services. Daily rates and charges per day or unit are calculated based upon the final approved budget for the same year; the prior year actuals are not used to determine the rates because using them would put the NIA budget in arrears. Budget cost centers match service lines. Three meetings in the various sub-regions are held in February in which Malone meets with the Directors to present their proposed needs assessment. The Directors then have until March to submit their requests for services to the NIA. Written service agreements are then developed in May. The NIA Guidelines are followed when a district enters into a service agreement with the NIA.

**B. Challenge**

Malone stated that he would also present the Board with a challenge at each of their meetings. This month’s challenge concerns the position of Coordinator for the Hearing Department. Carol Johnson retired effective June 30, 2015. Interviews were conducted to find her successor and none was found. Johnson agreed to work seventy days in the 2015-2016 school year. A full-time Coordinator would work 205 days; less than eighty days were sold for the Coordinator’s supervision services this year. This presents a challenge because a decision needs to be made as to whether we need to only hire a part-

time Coordinator, which could be hard to find, or if we should keep it a full-time position and take some days away from the other hearing department supervisors to give to the Coordinator. The historical preference is for the Coordinator to hold a Deaf/HH license and have a General Administrator (Type 75) endorsement. Malone said he is considering combining the Vision and Hearing Coordinators into one position; he asked the Board to think about this for discussion at a later date.

**C. Director's Goal Update**

Malone informed the Board that the finance software provided by the Sycamore School District and currently used in the administrative office will be made available to all of the NIA offices so that items such purchase orders and billable hours can become a part of an electronic workflow between the offices that will eliminate paper copies. This will allow us to effectively use the software for which we are paying our administrative district.

This software also has an employee portal feature which we will start to use so that our staff members can receive their payroll information in real time. Leave tracking and time sheet generation may be possible through the portal as well, which is important since the State of Illinois passed a law requiring time sheets for both exempt and non-exempt staff members be used and retained for three years.

**D. Deaf/Hard of Hearing Program Update**

Malone stated that he met with Shelley Nacke on November 11<sup>th</sup>. They had planned to discuss financial data, but Nacke informed Malone that it was not yet ready. Therefore, they used the time to problem solve issues concerning SIS reporting and State testing. Malone said that he and Nacke both felt that things are going well and in the right direction since the program re-located to District 300. Malone said that there could potentially be a problem with our staff and the teacher's union contract in District 300.

**E. Budget and Finance Committee**

Malone informed the Board that he hoped to have the Budget and Finance Committee meet once or twice within the next few months in order to develop the FY17 budget parameters, employee compensation, and daily rates and to also review the incentive pay structure in circumstances where an employee is providing two different services such as teaching and supervision.

**F. Kendall County**

Malone stated that the Yorkville School District reached out to him to see if they could possibly purchase services through the NIA. This is necessary due to the fact that the Kendall County Special Education Cooperative is being dissolved. Malone explained that Kendall County is not in the region that is governed by the NIA Articles of Agreement. If the NIA were to provide services to them, Yorkville would pay the assessment fee plus 110% of the daily rate for the services requested. Board action would be needed in order to accept Yorkville's proposal. Malone sent Yorkville a copy of our Articles of Agreement as well as our Baseline Services; he has not heard back from them. Swan-Gravatt stated that this is probably due to the fact that their attention has turned to a possible strike in their district. Zelten explained that, in the past, the Board felt it was appropriate to have districts located outside the NIA region pay an extra fee because it was not fair for them to pay the same fees as member districts. Malone said that one cooperative outside of the NIA region is currently paying 125% of the daily

rate but not the assessment fee. Malone asked the Board for a long term strategy regarding these requests.

Steinmeyer asked if this impacts the daily rates paid by the current members. Malone answered that this should not affect them. Steinmeyer asked if there is any reason not to approve the provision of services to a non-member district. Noble answered that staffing could be a problem if current staff members would be pulled from member districts and assigned to Yorkville. Malone said that we would need to hire additional staff to service Yorkville. Swan-Gravatt added that this could also attract new staff members for the NIA who were a part of the dissolved Cooperative. She added that districts such as Yorkville, Oswego, and Somonauk have problems tuitioning into programs due to their location. These districts do not have a large enough population of students to create their own programs and the closest district to them that provides special education programs is St. Charles. She suggested that Malone ask Yorkville about their specific needs to see if the NIA can meet them. Malone answered that, if Yorkville wants to conduct a needs assessment, he would conduct one for them and have the Board approve it. Long term, the Board may want to consider adding Kendall County to the NIA's membership.

#### **G. NIA and Studer Education**

Malone reminded the Board that he had attended Studer training at their conference in October. He said that he will continue to work with the Studer organization in order to implement its principles in the NIA. He added that we are already practicing some of their philosophies due to Jill Tabone's use of them in the Therapy Department. Studer has a positive intersection between healthcare and education. They are not prescriptive; they take the temperature of an organization and build on employee engagement and positivity from that point on. They have won the Malcolm Baldrich award. Malone said that he could tell by the way they interacted with their customers at the conference that they follow the precepts of their system. They fix the leaders first; nine of their principles are an appropriate match with the NIA.

Malone stated that he will have the Studer organization make an on-site visit to the NIA so that they can assist with the training of our leadership team. The next step in the process will be to roll out a leadership survey that will be taken by the leadership team and all of the Board members; this will be done at the end of November. The results of this survey will be shared with the participants in January. The results will help us to create an action plan.

Moore informed the Board that she also attended the Studer training and appreciated how it made her more conscious of the skills that she possesses. It is an excellent tool for professional development. Malone agreed, explaining that it is outcome-based and, going forward, it will be the foundation for leadership growth in the NIA. He asked the Board if they needed to vote on this. Moore answered that it was already included in the FY16 budget. Noble agreed that it did not need the Board's approval since it is already included in the professional development line item in the budget. Zelten added that the Director should have the right to choose his own professional development provider.

#### **H. Future Agenda Items**

##### **1. Contract Between the NIA and Therapist for Professional Development**

Malone explained that he had received a proposal from the Therapy Department in which the NIA would reimburse tuition costs to a therapist in exchange for her agreeing to stay with the NIA for a specified number of years. Noble asked if there is a specific need for

the training the therapist is seeking. Malone answered that there is; the therapist would because a resource behind a team of therapists. Malone stated that the tuition would cost approximately \$2,000 - \$3,000 that will be paid through the Therapy Department budget. Noble stated that, if there is a need for a person with the specified training in the member districts, the districts could purchase consultation days from the NIA. Zelten agreed, adding it would be an excellent idea if it is pediatric training since this is the type of therapy provided in the schools. Malone stated that he would identify the type of training and the actual costs for the Board.

## 2. Due Process Evaluations

Malone shared that a non-member district (Oak Park) had contacted him about the possibility of the NIA acting as an evaluator for due process hearings. The NIA would provide classroom observations. Malone said he thought that the NIA has acted in this role for member districts in the past. Zelten stated that, if this is done for a member district, it is a conflict of interest.

Malone stated that, if we provided the service, we could charge an extra 125% of the daily rate. Moore felt that it would be a good idea to consider this proposal. A unique evaluator would be required and it would be a one-time deal. The Board members agreed that it was not necessary to bring this to them for approval if nothing was being done out of the norm. Noble cautioned that this could bring NIA staff members into the problem if they were called upon to testify.

## VII. ACTION ITEMS

### A. Acceptance of the June 30, 2015 FY15 Audit

**Motion made by:** Daly  
**Motion:** to accept the June 30, 2015 FY15 Audit  
**Motion seconded by:** Swan-Gravatt

Malone informed the Board that the discussion concerning the audit boiled down to one item – that of a fund balance which the Board has discussed in the past. He reported that the excess of revenue over expenditures represents 1.7% of the actual budget, which is very small. \$287,695 in revenue was generated by our self-insured health plan; we collected more premium than we paid out in claims. Zelten stated that this is good because we would not want claims expense to exceed premium collected. \$40,407 of the excess revenues were from FY14 STEP Grant monies that were received in FY15. The remaining \$14,404 was due to excess local revenues over expenditures (.07%).

### The Chairman asked for a roll call

#### Roll Call:

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

“Nays” – None

**Action:** Approved

## VIII. Chairperson’s Comments and Other Business

Malone reminded the Board that their next meeting is scheduled for January 20, 2016.

**IX. 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 5:59 p.m.**