

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #6, FY12 AGENDA  
(AMENDED MAY 23, 2012)**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, April 25, 2012  
Time: 4:30 p.m.  
Location: Ogle County Special Education Office, Byron, IL  
Type of meeting: Regular  
Name of person taking the minutes: Jean Tritle, Board Secretary

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

**II. ROLL CALL**

Members in attendance:

1. Kurt Alberstett
2. Jay Augustine
3. Carla Cumblad
4. Kimberly Moore
5. Mike Noble
6. Lisa Wiet
7. Tom Zelten

Members absent:

1. Drew Hoffman
2. Wayne Reisen
3. Karen Sanders
4. Pamela Scanlan
5. Sarah Willey

Also present:

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

**III. APPOINTMENT OF CHAIRPERSON PRO TEM**

Frankiewicz recommended that Tom Zelten act as Chairman Pro Tem for this meeting.

**Motion made by: Noble**

**Motion: to approve Tom Zelten as Chairman Pro Tem**

Motion seconded by: Moore

**The Chairperson asked for a voice vote.**

**Voice vote:** "Ayes" – All "Nays" – None

**Action: Pass**

**IV. APPROVAL OF AGENDA**

Frankiewicz reported that item “C” under the Regional Director’s Report was corrected to read “FY13 Board Election Discussion”. She also recommended that the order of the items on the Agenda be changed so that the Action Items were addressed after the Consent Agenda in order to accommodate a Board Member who needed to leave the meeting early due to another commitment.

**Motion made by:** Augustine

**Motion:** to approve the agenda as amended

Motion seconded by: Noble

**The Chairperson asked for a voice vote.**

**Voice Vote:** “Ayes” – All “Nays” – None

**Action:** Passed

**V. CONSENT AGENDA**

- A. Approval of Minutes of Meeting #5 on March 21, 2012**
- B. Approval of Closed Session Minutes of Meeting #5 on March 21, 2012**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the Month of March, 2012**
- E. Acknowledgment of Receipt of Treasurer’s Report for the Month of April, 2012**

**Motion made by:** Alberstett

**Motion:** to approve the Consent Agenda as presented

Motion seconded by: Cumblad

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

“Ayes” – Augustine, Cumblad, Moore, Noble, Wiet, Zelten, Alberstett

“Nays” – None

**Action:** Approved

**VI. ACTION ITEMS**

- A. Approval of the FY13 NIA Calendars for Professional Staff, Secretarial Staff, Administrative Staff, and the Hearing Impaired Program**

**Motion made by:** Moore

**Motion:** to approve the FY13 NIA Calendars for Professional Staff, Secretarial Staff, Administrative Staff, and the Hearing Impaired Program

Motion seconded by: Wiet

Frankiewicz informed the Board that that the calendars for the Professional, Secretarial, and Administrative staff are based upon the Sycamore School District's calendar and the Hearing Impaired Program calendar is based upon the Central School District's calendar. She added that there were no significant changes to the calendars compared to last year with the exception of the December holiday break – this year the break will be for 10 days. The Pulaski Day and Veterans Day holidays were waived again as well.

**The Chairperson asked for a voice vote.**

**Voice Vote:** “Ayes” – All “Nays” – None

**Action:** Passed

**B. Approval of the Resolution Authorizing the Honorable Dismissal of Educational Support Staff**

**Motion made by:** Augustine

**Motion:** to approve the Resolution Authorizing the Honorable Dismissal of Educational Support Staff

Motion seconded by: Cumblad

Frankiewicz reported that the Resolution affects two staff members who both work as Secretaries to Managers. The goal is to reduce the secretarial staff in the Rockford office by one since that office is top-heavy with secretarial staff. In order to accomplish this, two people must be dismissed, since the affected secretary in the Rockford office has seniority over a recently hired secretary in the St. Charles office. The secretarial position in the St. Charles office will be changed to “Bilingual Secretary to Manager” and become a separate category. The position will be posted. The current occupant of this position does have bilingual skills and may apply for the position, which will now include a proficiency exam for all applicants. Both of these employees do have recall rights. Frankiewicz added that the ILNET secretary may also need to be reassigned, and she has seniority over both of the secretaries being dismissed.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Wiet, Zelten, Alberstett, Augustine, Cumblad

“Nays” – None

**Action:** Approved

**C. Approval of the Amendment to the Health Care Flexible Spending Account**

**Motion made by:** Augustine

**Motion:** to approve the Amendment to the Health Care Flexible Spending Account

Motion seconded by: Alberstett

Frankiewicz recommended the Board Members pass the Amendment, which is necessary due to changes to the tax laws governing Flexible Spending Accounts effective January 1, 2013. The change decreases the maximum amount a participant can annually contribute to a medical Flexible Spending Account from \$4,000 to \$2,500. The plan offered by the NIA currently allows a maximum annual contribution of \$1,500.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Wiet, Zelten, Alberstett, Augustine, Cumblad, Moore

“Nays” – None

**Action: Approved**

**D. Approval of the Provision of NIA Services to Barrington #220 and Lake Zurich #95**

**Motion made by: Cumblad**

**Motion: to approve the Provision of NIA Services to Barrington #220 and Lake Zurich #95**

Motion seconded by: Moore

Frankiewicz reminded the Board Members that the NIA Guidelines for Service were amended last year to allow districts outside of the NIA region to receive services with Board approval and the stipulation that districts pay the assessment based upon their ADA and services fees at 110%. Barrington and Lake Zurich were approved for the purchase of services last year and are interested in continuing to purchase services under this agreement. Frankiewicz recommended the Board approve the provision of services to both districts for FY13, as the arrangement has proven to be beneficial for all parties involved.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Wiet, Zelten, Alberstett, Augustine, Cumblad, Moore, Noble

“Nays” – None

**Action: Approved**

**E. Approval of the FY13 Teacher Salary Adjustments**

**1. Approval of the 2011-2012 Teacher Salary Schedule**

**Motion made by: Augustine**

**Motion: to approve the 2011-2012 Teacher Salary Schedule**

Motion seconded by: Alberstett

Frankiewicz explained that, last year, the Board approved suspending the FY11 Teacher Salary Schedule and giving teachers either a 2% increase or a 3.7% lane change increase in FY12, but not both, in an effort to save on salary costs. Teachers also did not move to the next step on the salary schedule. In retrospect, we found that this has not worked; suspending the schedule resulted in having teachers on the same step and lane earning different salaries, which should not be the case. In order to rectify this problem, the Budget and Finance Committee ascertained that the FY12 Salary Schedule needed to be recreated in order to have an equitable schedule in place for FY13.

Frankiewicz added that the Budget and Finance Committee did look at the possibility of establishing an Entry Level guide for teachers but felt that, since the participating districts in the NIA region are still using Salary Schedules, the NIA should stay with this structure as well.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Wiet, Zelten, Alberstett, Augustine, Cumblad, Moore, Noble

“Nays” – None

**Action: Approved**

**2. Approval of FY12 Salary Adjustment for Selected Teachers**

**Motion made by: Augustine**

**Motion: to approve the FY12 Salary Adjustment for Selected Teachers**

Motion seconded by: Moore

Frankiewicz explained that the five teachers who received a 3.7% increase for a lane change in FY12 will now need to receive an additional 2% increase for the current year in order to get them into the correct step and lane on the FY13 schedule. The salaries of these five teachers will be recalculated and paid over the remainder of FY12. Frankiewicz said that, before this is done, she will have a meeting with all of the teachers to explain why the correction is needed. Zelten added that the reconfigured salary schedule can be used for a soft or hard freeze, if needed, in the future.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Zelten, Alberstett, Augustine, Cumblad, Moore, Noble, Wiet

“Nays” – None

**Action: Approved**

**3. Approval of the 2012-2013 Teacher Salary Schedule**

**Motion made by: Augustine**

**Motion: to approve the 2012-2013 Teacher Salary Schedule**

Motion seconded by: Noble

Frankiewicz reported that the Budget and Finance Committee is recommending a soft freeze for FY13 in which teachers will only move to the next step or step/lane. The Committee did not recommend an increase on the base salary at each step. Frankiewicz said that NIA Teacher Salary Schedule being recommended will be the same as the salary schedule for the Sycamore School District teachers for the 2012-2013 school year. She added that she will also monitor Central School District teacher negotiations to see what their salary increase will be for the new school year.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Alberstett, Augustine, Cumblad, Moore, Noble, Wiet, Zelten

“Nays” – None

**Action:                      Approved**

**4.        Approval of the FY13 Teacher Salary Adjustments**

**Motion made by:        Augustine**

**Motion:                      to approve the 2012-2013 Teacher Salary Adjustments**

Motion seconded by:    Noble

Frankiewicz reiterated that the 2012-2013 Teacher Salary Schedule is based upon a soft freeze in which the teachers will either receive an increase based upon a step or a step/lane change. As far as she knows, there are no teachers eligible for a lane change in FY13, so all teachers will receive a 3.5% step increase, compared to a 2% increase for all other staff. The schedule includes TRS.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Augustine, Cumblad, Moore, Noble, Wiet, Zelten, Alberstett

“Nays” – None

**Action:                      Approved**

**5.        Approval of the FY13 Teacher Salary Longevity Adjustments**

**Motion made by:        Augustine**

**Motion:                      to approve the FY13 Teacher Salary Longevity Adjustments**

Motion seconded by:    Moore

Frankiewicz explained that teachers who reach the last step in each lane may be eligible for longevity increases. These were modeled after the Sycamore School District contract, in which longevity increases are only given to teachers who have earned extra hours and reach the last step in certain corresponding lanes, as follows:

Lane B0 (BA):	no increase	Lane MO (BA+40/MA):	1.5% increase
Lane B1 (BA+15):	no increase	Lane M1 (MA+15):	2.0% increase
		Lane M2 (MA +30):	2.5% increase
		Lane M4 (MA + 60):	3.5% increase

For the 2012-2013 school year, there are three employees at the bottom of Lane B1, three at the bottom of Lane M0, one at the bottom of Lane M1, one at the bottom of Lane M2, and none at the bottom of Lane M4.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Cumblad, Moore, Noble, Wiet, Zelten, Alberstett, Augustine

“Nays” – None

**Action: Approved**

**F. Approval of the FY13 Therapy Entry Level Guide**

**Motion made by: Noble**

**Motion: to approve the Changes to the FY13 Therapy Entry Level Guide**

Motion seconded by: Cumblad

Frankiewicz explained that the entry-level guide used to hire therapists has not been changed since FY09. Because of this, the NIA is no longer competitive in the marketplace when recruiting new therapy staff. The salary guides used by Elgin U46 and Mid-Valley Special Education were obtained and compared to that of the NIA. Frankiewicz said she and the Therapy Department Managers especially liked Elgin’s guide because years of experience is the main criteria used in salary determination. A new NIA Entry-level guide was designed based upon a percentage of the Elgin and Mid-Valley salaries and years of experience. Frankiewicz added that there would be a substantial expense in getting current employees within the ranges of the new guide; therefore, she would like to phase these equity increases into place over time. She will work with the Budget and Finance Committee to develop a proposal.

Frankiewicz stated that the use of the new, competitive entry-level guide should help in the recruitment and hiring of direct hires, which will decrease our use of external agencies.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Wiet, Zelten, Alberstett, Augustine, Cumblad, Moore, Noble

“Nays” – None

**Action: Approved**

Noble left the meeting at 5:35 p.m.

**VII. PUBLIC PARTICIPATION**

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

There were none

**VIII. REGIONAL DIRECTOR’S REPORT**

**A. HLERK – The Extra Mile – April 2012**

**B. FY13 Service Agreements - Update**

Frankiewicz commented that Cindy Vogeler had done an excellent job of compiling the numbers for the FY13 Service Agreements. Frankiewicz reported that there were no drastic changes between the FY12 and FY13 requests for services.

Frankiewicz reported that the Harlem School District Director , has not yet returned the FY13 Service Fees Agreement. The Director wanted to take the Agreement to her Board first. Frankiewicz has contacted her several times regarding this matter and informed her that we need to at least receive a tentative agreement by May 1 or they will be charged 125% for services. She asked the Board members for guidance in the event that she does not receive Harlem’s Agreement by May 1. All of the Board members agreed that the due date and protocols must be adhered to, as the Agreements are the basis for the NIA’s staffing patterns for the upcoming school year.

**C. FY13 Board Election Discussion**

Board members Cumblad, Riesen, Zelten, Sanders, Noble, and Hoffman’s terms are all up in September. Frankiewicz said she will contact each one individually about continuing on and will have the ballots ready for the May meeting of the Board.

**D. Central #301 Lease - Update**

Frankiewicz informed the Board that both the NIA and the Central School District are represented by HLERK in this matter and have agreed to work cooperatively using HLERK. A new lease agreement will be available soon. Central has agreed to help move the Hearing Impaired Program elementary and middle school classes to a different building this summer for FY13.

**E. ILNET – Status Update**

Frankiewicz reported that the ISBE is moving in a different direction for the upcoming school year, which means the ILNET program will most likely be shut down. The ILNET program provides training to teachers and day care operators and, unfortunately these services will be lost. All of the ILNET staff have received RIF letters, except for the Secretary, who will be reassigned. This also means that the NIA will need to rent less space in the Sycamore Administration building. Frankiewicz has apprised Sycamore of the possible reduction in leased space for FY13 as the lease is up for renewal.

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

There was none.

**XI. ADJOURNMENT**

The Chairperson asked for a motion to adjourn the meeting.

**Motion made by: Augustine**

**Motion: to Adjourn**

Motion seconded by: Alberstett

**The Chairperson asked for a voice vote:**

Voice Vote: “Ayes”- All “Nays” - None

**Action: Passed**

**ADJOURNED: 6:03 p.m.**