

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #3, FY12 AGENDA**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, January 18, 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

**II. ROLL CALL**

Members in attendance:

1. Jay Augustine
2. Carla Cumblad
3. Drew Hoffman
4. Kimberly Moore
5. Mike Noble
6. Pamela Scanlan
7. Lisa Wiet
8. Tom Zelten

Members absent:

1. Wayne Riesen
2. Karen Sanders
3. Sarah Willey

Also present:

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

**III. Appointment of Chairperson Pro Tem**

Frankiewicz recommended that Mike Noble act as Chairman Pro Tem for this meeting.

**Motion made by: Hoffman**

**Motion: to approve Mike Noble as Chairman Pro Tem**

Motion seconded by: Scanlan

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

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

**Action: Pass**

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

**IV. APPROVAL OF AGENDA**

**Motion made by:** Wiet

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

Motion seconded by: Scanlan

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

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

**Action:** Pass

**V. PUBLIC PARTICIPATION**

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

There were none.

**VI. CONSENT AGENDA**

**A. Approval of Minutes of FY12 Meeting #2 on November 16, 2011**

**B. Approval of Closed Session Minutes of Meeting #2 on November 16, 2011**

**C. Approval of Personnel Report**

**D. Approval of Accounts Payable for the Months of December 2011 and January, 2012 (handout)**

**E. Acknowledgement of Receipt of Treasurer’s Report for the Months of October, November, and December (handout) 2011**

**Motion made by:** Zelten

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

Motion seconded by: Hoffman

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

“Ayes” – Augustine, Cumblad, Hoffman, Moore, Noble, Scanlan, Wiet, Zelten

“Nays” – None

**Action:** Approved

**VII. REGIONAL DIRECTOR’S REPORT (No motions needed)**

**A. HLERK – The Extra Mile – December 2011**

**B. Update on Therapy Department Operations Executive Search**

Frankiewicz reported that she had received resumes from two candidates, one of whom she knows personally. While neither candidate has “spot on” credentials each one does have interesting strengths. Frankiewicz met with the Therapy coordinators to choose the members of the interview committee and devise the interview questions. The interviews will be conducted on February 2, 2012. The application process for this position is now officially closed.

**C. Update on Region II Board Member Search**

(Note: the agenda states the new Board member would represent Region III; it should have read “Region II”).

Frankiewicz informed the Board that Tom Zelten helped her identify Kurt Alberstett as a potential Board member. Mr. Alberstett is the current principal of Durand Elementary School and has been with the Durand School District for 16 years – five as a teacher and eleven as a principal. He also serves on the Durand Lions Club and the Durand Advisors Team. He has expressed an interest in becoming a member of the NIA Board. Frankiewicz believes that he would be a good addition to the Board and asked the Board members to consider approving his appointment.

**D. Update of Regional Director Annual Goals**

Frankiewicz reported on her progress as follows:

- Finalizing the NIA Policies and Procedures Manual and the Personnel Handbook

The Handbook has been revised and will be distributed in late spring. Frankiewicz wants to have time to draft a memo that clearly outlines the changes in the Personnel Policies so that staff is well informed.

- Explore the Health Savings Account as an Insurance Option and Develop a Timetable for Implementation

Frankiewicz said she is currently working with Fringe Funding to explore a January 1, 2013 implementation date for the HSA option. Informational meetings will be held for eligible employees in the spring, at which time they will be encouraged to participate in one-on-one consultations with Fringe Funding reps in order to assist them in making an educated decision about this insurance option.

- Work with an External Financial Consultant to Explore Alternatives to the Current NIA Fee Structure

Frankiewicz explained that this goal has been put on hold because the consultant with whom she wished to work had a death in the family which kept them from meeting. Frankiewicz may reach out to Bob Fenema to see if he would be interested in providing financial consultation.

**E. Discussion Of Regional Director Evaluation Process**

Hoffman informed the Board members that he would act as the Chairperson of the Evaluation Committee again this year and would work with Wiet and Scanlan on the process. Evaluation forms will be sent to 14 participants to complete – Board members, Special Education Directors, Superintendents, and NIA Department Coordinators. Hoffman will compile the data received and will send it to Wiet and Scanlan to review. He will then meet with Frankiewicz to discuss the results. A report packet will once again be given to the Board members in March, which will include the compiled results, a copy of the Regional Director’s target goals, and a self-evaluation to be completed by Frankiewicz.

**F. Discussion of Cash Flow Report**

Frankiewicz explained that Luke Glowiak, Assistant Superintendent of Sycamore Schools, had created the Cash Flow Report, which is a different representation of the Treasurer’s

Report. She noted that Medicaid funds were backed out of the report to give a truer financial picture, since they are pass-through funds.

**G. Statement of Economic Interest**

The Board members were informed by Frankiewicz that they may now submit their statement electronically through the County Clerk & Recorder's website. Both an e-mail and written letter of instruction were sent to everyone who is required to submit a statement.

**VIII. ACTION ITEMS**

**A. Approval of FY13 Teacher Salary Increase**

**Motion made by:** Cumblad

**Motion:** to suspend the current Teacher Salary Schedule and offer a 2% salary increase OR a 3.7% lane change, but not both

Motion seconded by: Augustine

Frankiewicz explained that the Budget and Finance Committee had met to explore various scenarios for FY13 salary increases and decided to recommend the same scenario used in FY12 – teachers would be eligible for either a 2% salary increase or a 3.7% increase for a lane change, but not both. The rationale for this option is that it keeps salary increases equitable for all NIA employees. Zelten stated that most districts are still negotiating this year's contract, so a trend cannot yet be defined for FY13 wage increases. He added that 2% is a reasonable amount at this point in time and Augustine agreed.

Noble expressed concern over suspending the salary schedule for a second year, since it will be difficult to determine the step at which a teacher would be placed once the schedule is put back into use. Frankiewicz suggested that a better option might be to implement an entry-level guide similar to the one used for other NIA positions. Cumblad asked if the salary schedule could be rewritten within the parameters recommended by the Budget and Finance Committee. Zelten agreed with this suggestion and Hoffman stated that he would also like to see the schedule reworked.

Frankiewicz recommended that the Board put this item on hold until the February meeting so that she can work on revising the current salary schedule in conjunction with the parameters set by the Budget and Finance Committee, which will give teachers a 2% salary increase and an additional 1.7% increase if they make a lane change.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – None

“Nays” – Cumblad, Hoffman, Moore, Noble, Scanlan, Wiet, Zelten, Augustine

**Action:** Failed

**Motion made by:** Zelten  
**Motion:** to direct the Regional Director to rework the Teacher Salary Schedule and bring some proposals to be reviewed by the Board at their February 22, 2012 meeting.

Motion seconded by: Cumblad

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Hoffman, Moore, Noble, Scanlan, Wiet, Zelten, Augustine, Cumblad

“Nays” – None

**Action:** Approved

### **B. Approval of FY13 Staff Salary Increase**

**Motion made by:** Augustine

**Motion:** to approve the FY13 Staff Salary Increase

Motion seconded by: Hoffman

Frankiewicz explained that this applied to all non-certified staff members. The Budget and Finance Committee recommended that the FY13 salary increases be the same as they were for FY12: 2% for those employees who receive an “excellent” evaluation rating and 1% for those who receive a “satisfactory” evaluation rating.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Scanlan, Wiet, Zelten, Augustine, Cumblad, Hoffman

“Nays” – None

**Action:** Approved

### **C. Approval of Daily Rates for FY13 Baseline/Program Support**

**Motion made by:** Augustine

**Motion:** to approve the Daily Rates for FY13 Baseline/Program Support outlined in “Option 2”

Motion seconded by: Zelten

Frankiewicz presented two rate options to the Board members. The first option keeps the rates at the current level while the second option proposes a modest increase for all services except for Speech Therapy and Adapted P.E. rates, which were increased by a larger amount to reflect a truer cost for these services. Frankiewicz recommended that the Board approve Option Two as it would result in an increase in revenue of approximately \$74,000.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Scanlan, Wiet, Zelten, Augustine, Cumblad, Hoffman, Moore

“Nays” – None

**Action:                      Approved**

**D. Approval of Budget Parameters for FY13**

**Motion made by:              Hoffman**

**Motion:                      to approve the Budget Parameters for FY13, as presented**

Motion seconded by:      Moore

Frankiewicz noted that the parameters used are the same year after year due to the fact that some are locked in, such as rent.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Scanlan, Wiet, Zelten, Augustine, Cumblad, Hoffman, Moore, Noble

“Nays” – None

**Action:                      Approved**

**E. Approval of the Therapy Student Stipend for Moira Priven**

**Motion made by:              Scanlan**

**Motion:                      to approve the Therapy Student Stipend for Moira Priven**

Motion seconded by:      Zelten

Frankiewicz explained that the NIA has a program to recruit students in occupational or physical therapy. An eligible student can accept a stipend of \$10,000 per year for one or two years after which they would work for the NIA for 2 or 4 years. Ms. Priven is interested in a 1 year stipend of \$10,000 with a 2 year commitment to work for the NIA. Students in this program are not eligible for the new employee bonus of \$3,000 once they are hired by the Therapy Department. Frankiewicz will also take the Agreement to the Sycamore School Board for their approval.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Wiet, Zelten, Augustine, Cumblad, Hoffman, Moore, Noble, Scanlan

“Nays” – None

**Action:                      Approved**

**F. Approval of the Region II Board Representative**

(Note: the agenda states the new Board member would represent Region III; it should have read “Region II”).

**Motion made by:** Scanlan  
**Motion:** to approve Kurt Alberstett as the Region II Board Representative  
**Motion seconded by:** Moore

**The Chairperson asked for a voice vote.**  
**Voice vote:** “Ayes” – All “Nays” – None  
**Action:** Approved

**G. Acceptance of Final Notice of Reduction in Contractual Services for FY13 for Sycamore #427**

**Motion made by:** Hoffman  
**Motion:** to accept the Final Notice of Reduction in Contractual Services for FY13 for Sycamore #427  
**Motion seconded by:** Zelten

Frankiewicz informed the Board that she had received letters from two other entities who wish to reduce services for FY13. The letters were received by the deadline, but not in time to be put on the agenda as an action item for January. She noted that all of the reduction requests were reflected in the FY13 budget projections.

**The Chairman asked for a roll call**  
**Roll Call:**  
“Ayes” – Zelten, Augustine, Cumblad, Hoffman, Moore, Noble, Scanlan, Wiet  
“Nays” – None  
**Action:** Approved

**H. Acceptance of Donation from Hawthorn Associates of Lake County**

**Motion made by:** Augustine  
**Motion:** to accept the Donation from Hawthorn Associates of Lake County  
**Motion seconded by:** Hoffman

Frankiewicz said that Hawthorn Associates have supported the NIA tech fair in the past. Because the fair is no longer being held, Hawthorn donated two I-pads to the NIA.

**The Chairperson asked for a voice vote.**  
**Voice vote:** “Ayes” – All “Nays” – None  
**Action:** Approved

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

There were none.

**X. ADJOURNMENT**

The Chairperson asked for a motion to adjourn the meeting.

**Motion made by: Cumblad**

**Motion: to Adjourn.**

Motion seconded by: Wiet

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

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

**Action: Approved**

**ADJOURNED: 5:55 p.m.**