

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #2, FY12 AGENDA**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, November 16, 2011  
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. Carla Cumblad
2. Kimberly Moore
3. Mike Noble
4. Wayne Riesen
5. Karen Sanders
6. Pamela Scanlan
7. Tom Zelten

Members absent:

1. Jay Augustine
2. Drew Hoffman
3. Lisa Wiet
4. Sarah Willey

Also present:

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

Frankiewicz recommended that Dr. Riesen act as Chairman Pro Tem for the meeting.

**Motion made by: Zelten**

**Motion: to approve Dr. Riesen as the Chairman Pro Tem**

Motion seconded by: Cumblad

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

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

**Action: Pass**

Dr. Riesen called the meeting to order at 5:01 p.m.

**III. APPROVAL OF AGENDA**

**Motion made by: Scanlan**

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

Motion seconded by: Noble

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

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

**Action: Pass**

**IV. PUBLIC PARTICIPATION**

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

There were none.

**V. CLOSED SESSION TO CONSIDER LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06**

**Motion made by:** Scanlan

**Motion:** to move into Closed Session at 5:04 p.m.

Motion seconded by: Sanders

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

**Voice Vote:** "Ayes" - All "Nays" - None

**Action:** Approved

**Motion made by:** Zelten

**Motion:** to move into Open Session at 5:06 p.m.

Motion seconded by: Sanders

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

**Voice Vote:** "Ayes" - All "Nays" - None

**Action:** Approved

**VIII. CONSENT AGENDA**

- A. Approval of Minutes of FY12 Meeting #1 on September 28, 2011**
- B. Approval of Personnel Report**
- D. Approval of Accounts Payable for the Months of October and November, 2011**
- E. Acknowledgement of Receipt of Treasurer's Report for the Month of September 2011**

**Motion made by:** Sanders

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

Motion seconded by: Noble

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

**Roll Call:**

"Ayes" – Cumblad, Moore, Noble, Riesen, Sanders, Scanlan, Zelten,

"Nays" – None

**Action:** Approved

**VII. REGIONAL DIRECTOR'S REPORT**

- A. HLERK – The Extra Mile – October and November 2011**

The November edition was a handout.

**B. Assistive Technology Workshop - Update**

Frankiewicz reported the Assistive Technology Workshop hosted by the NIA on November 11, 2011 was well received; there were 60 attendees. Bridget Nicholson was the presenter and she discussed the various applications currently available as well as the use of I-Pads.

**C. Annual Statement of Affairs for FY11**

Frankiewicz made available a copy of the NIA's Annual Statement of Affairs for 2010-2011 for the Board members to review. She reported that it would be published in the *Midweek*, a local newspaper, on November 30, 2011.

**D. Therapy Leadership Proposal**

Frankiewicz stated that the current staff configuration in the Therapy Department was not ideal. Due to the fact that the two co-coordinators and one assistant coordinator all perform different aspects of the coordinator's responsibilities, the department is not running efficiently. Frankiewicz presented a proposal that would create a new position, the Therapy Department Operations Executive, who would be responsible for overseeing and coordinating the activities of the entire department. She recommended that the ideal candidate for this position have business/financial acumen, a background in therapy or speech/language services, and possibly a Type 75 certificate. This would be a 220 day position. Frankiewicz said that the department needs someone to lead it forward and bring an infusion of new ideas to the table. She reported that this position would be cost-neutral, as its funding would come from two program supervisor positions that are currently unfilled. Under the restructuring, the current co-coordinators would likely provide the services for these two unfilled program supervisor positions.

Zelten reported that Frankiewicz presented this proposal to the Budget and Finance Committee at their last meeting and they felt it was a very creative plan, which they all supported. The Therapy Department Operations Executive would bring a new skill set to the Therapy Department, especially in the areas of Business and Finance. He added that the proposal would not change the current structure of the department; instead it will help the department to operate more efficiently.

Frankiewicz recommended that someone be hired for this new position by April or May so that the Department can be restructured before the new fiscal year begins.

**E. NIA Region II Board Member Vacancy Update**

Frankiewicz reported that she had spoken with Lori Fanello to see if she had any recommendations for a person from the Rockford or Harlem school districts to fill this vacancy. The person she recommended had a scheduling conflict and had to decline. Frankiewicz said she has also approached Jack Finlen about the position; he has not yet communicated his decision. Zelten shared that he knows a principal who may be available. Frankiewicz hopes to have a name to bring to the Board at the meeting in January.

**VIII. ACTION ITEMS**

**A. Approval of the Settlement Proposal with RSUI and UHIC**

**Motion made by:** Scanlan

**Motion:** to approve the Settlement Proposal with RSUI and UHIC

Motion seconded by: Noble

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Riesen, Sanders, Scanlan, Zelten, Cumblad

“Nays” – None

**Action:** Approved

**B. Approval of the Therapy Registry for CUSD #300**

**Motion made by:** Cumblad

**Motion:** to approve the Therapy Registry for CUSD #300

Motion seconded by: Zelten

Frankiewicz explained that a Therapy Register is utilized when there is a shortage of therapists in a school district, which is currently the case in District #300. If approved, Registry services will be offered at one or more schools in the district after regular school hours, usually 4:00 – 6:00 p.m. NIA Therapists who choose to participate in providing Registry services would receive 150% of their hourly rate of pay. Frankiewicz added that the Registry is utilized only until additional staff can be hired to provide these services.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Riesen, Sanders, Scanlan, Zelten, Cumblad, Moore

“Nays” – None

**Action:** Approved

**C. Approval of the Therapy Leadership Proposal**

**Motion made by:** Zelten

**Motion:** to approve the Therapy Leadership Proposal

Motion seconded by: Sanders

Noble asked if the requests for decreased services in Action Items G, H, and I would affect the proposal. Frankiewicz answered that the requested reductions were not significant enough to negate the need for the Therapy Department Operations Executive.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Riesen, Sanders, Scanlan, Zelten, Cumblad, Moore, Noble

“Nays” – None

**Action:** Approved

**D. Approval of the NIA Personnel Classifications/Salary Ranges**

**Motion made by: Sanders**

**Motion: to approve the NIA Personnel Classifications/Salary Ranges**

Motion seconded by: Moore

Frankiewicz explained that the current list has been in effect since June 17, 2009 and needed to be updated to add the new therapy position and the ILNET Coordinator, which was missing from the current list. The salary ranges needed to be updated to more accurately reflect the ranges for all positions after salary increases granted since 2009 are figured into the data. She added that the range changes will not result in salary increases for current staff; this will be used as an internal document for determining the salaries for new hires.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Sanders, Scanlan, Zelten, Cumblad, Moore, Noble, Riesen

“Nays” – None

**Action: Approved**

**E. Approval of the Changes to NIA Rules and Regulations 4.3, 4.4, 4.5**

**Motion made by: Zelten**

**Motion: to approve the Changes to NIA Rules and Regulations 4.3, 4.4, 4.5**

Motion seconded by: Noble

Frankiewicz recommended the changes to each section as follows:

- Section 4.3: Compensation for Additional Training – the current language governing compensation for additional training was revised and updated by the attorneys. No substantive changes were made and the NIA continues to encourage staff members to pursue continuing education.
- Section 4.4: Retirement Incentives for Teachers’ Retirement System (TRS) Employees - the current language was revised to include protections for the organization with regard to potential Early Retirement Option (ERO) penalties. This revision will require employees who wish to retire with the 6%/6%/6% bump to provide the NIA with a TRS report verifying their age, creditable years of service, creditable earnings and accumulated sick leave no later than March 1<sup>st</sup> prior to the school year in which they would begin to receive the increase. Employees would also be required to sign a promissory note to pay back the difference between the total salary received under the option and the actual salary they would have received in accordance with the regular salary schedule if their retirement results in any ERO contributions and/or a TRS 6% excess salary contribution for the NIA. The coordinator incentive was modified to apply to only those coordinators hired before January 1, 2012.
- Section 4.5: Retirement Incentives under the Illinois Municipal Retirement Fund - the current language in the NIA Rules and Regulations needed to be revised to reflect changes made to IMRF by legislation enacted in August, which includes caps on earnings increases in excess of 6% or 1.5% of the CPI-U, with the employer paying an additional

contribution for exceeding the cap. Some exemptions exist, including grandfather provisions for personnel policies adopted January 1, 2012. Board approval of the policy ensures its grandfather status for NIA employees who begin employment with the NIA by January 1, 2012. Also included in the revisions are protections for the NIA against potential accelerated payments.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Scanlan, Zelten, Cumblad, Moore, Noble, Riesen, Sanders

“Nays” – None

**Action:                    Approved**

**F. Approval of the Changes to the NIA Personnel Handbook; Compensation for Additional Training, IMRF Sick Leave, Religious Holidays**

**Motion made by:        Scanlan**

**Motion:                   to approve the Changes to the NIA Personnel Handbook; Compensation for Additional Training, IMRF Sick Leave, Religious Holidays**

Motion seconded by:   Sanders

Frankiewicz recommended the changes to each section as follows:

- Compensation for Additional Training - revised to reflect the changes made to Section 4.3 of the NIA Rules and Regulations.
- Sick Leave for IMRF Employees – reduces the sick leave day allotment for IMRF employees working between 215 – 256 days from 18 days to 16 days. IMRF employees who work less than 80 days will have their sick leave days prorated based upon hours/days worked. This is being recommended in order to reduce the organization’s liability for accrued time.
- Religious Holidays – this language will be eliminated. Employees will be permitted to use personal days to observe religious holidays.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Zelten, Cumblad, Moore, Noble, Riesen, Sanders, Scanlan

“Nays” – None

**Action:                    Approved**

**G. Acknowledgment of Receipt of Correspondence from Sycamore CUSD #427 Regarding Reduction of NIA Services for FY13**

**Motion made by:        Zelten**

**Motion:                   to acknowledge the Receipt of Correspondence from Sycamore CUSD #427 Regarding Reduction of NIA Services for FY13**

Motion seconded by:   Cumblad

Frankiewicz stated that Phyllis Mobile is looking at different alternatives for therapy services for District #427. This is a required notice and is just a possibility at this point. Frankiewicz will ask for a final decision by January 15, 2012 in order to proceed with staffing and the RIF process.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Cumblad, Moore, Noble, Sanders, Scanlan, Zelten

“Nays” – None

“Abstain” - Riesen

**Action:                      Approved**

**H. Acknowledgment of Receipt of Correspondence from CUSD #300 Regarding Reduction of NIA Services for FY13**

**Motion made by:              Zelten**

**Motion:                      to acknowledge the Receipt of Correspondence from CUSD #300 Regarding Reduction of NIA Services for FY13**

Motion seconded by:      Noble

Frankiewicz explained that there is a new Director in District #300 who is making some significant changes. They have already hired a Speech/Language supervisor, so these services will be eliminated for sure. They are also thinking about eliminating hearing services; Frankiewicz is hoping to devise an absorption agreement for the two NIA teachers who have worked for District #300 the past ten years. Frankiewicz is hopeful that they will not eliminate the hearing and hearing supervision services currently being provided by the NIA, since the District needs these for their comprehensive plan. She will try to work with the new Director to see if there are other services that can be cut in order to keep these.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Riesen, Sanders, Scanlan, Zelten, Cumblad

“Nays” – None

**Action:                      Approved**

**I. Acknowledgment of Receipt of Correspondence from Boone County Special Education Coop Regarding Reduction of NIA Services for FY13**

**Motion made by:              Sanders**

**Motion:                      to acknowledge the Receipt of Correspondence from Boone County Special Education Coop Regarding Reduction of NIA Services for FY13**

Motion seconded by:      Zelten

Frankiewicz reported that Boone County is looking into employing a vision teacher directly. She said that the NIA supports them in their effort and that we will still provide vision supervision to them.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Cumblad, Noble, Riesen, Sanders, Scanlan, Zelden

“Nays” – None

“Abstain” - Moore

**Action:                      Approved**

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

There were none.

**XI.      ADJOURNMENT**

The Chairperson declared the meeting to be concluded at 6:03 p.m.