

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #6, FY18
AGENDA
Ogle County Education Center
Byron, IL
June 13, 2018
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, June 13, 2018
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: Jon Malone, Regional Director, led the meeting until the election of a new Chairperson was held

The meeting was called to order at 5:01 p.m.

Since Steinmeyer had still not arrived by the time the meeting was called to order, Malone suggested that he present his Director's Report first so that Steinmeyer would be present for the items that required a Board vote.

II. ROLL CALL

Members in attendance:

1. Melissa Geyman
2. Susie Kopacz
3. Kathleen Kreller
4. Mike Noble
5. Leatrice Satterwhite
6. Corena Steinmeyer (arrived at 5:26 p.m.)
7. Crystal Swan-Gravatt

Absent:

1. Kathy Countryman
2. Dennis Daly

Also present:

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

III. REGIONAL DIRECTOR'S REPORT

A. Action Plan Update – Employee Evaluations

Malone explained that a new evaluation format for the Business Support Team will be introduced to the team at their annual Institute Day tomorrow. The evaluation will consist of four parts and will incorporate self-evaluation and action planning:

- Agency Goal (team): Member Districts' Satisfaction metric
- Department Goal (team): Agency Business Support Satisfaction metric
- Job Description with performance rubric
- NIA Standards of Excellence with performance rubric

Kopacz asked if Malone anticipated any fear of the new process. Malone answered he did, adding that he will introduce the process slowly. Swan-Gravatt stated that she introduced self-evaluation in her department this past year and was surprised to find that employees pointed out things of which she was not aware, so it also helped her to grow.

B. Quick Fact – Annual Budget

Malone stated that NIA was changing the tentative budget process to mirror Sycamore’s. The tentative budget will be introduced in August, with the final budget being presented to the Board in September. The final budget is due in Springfield by September 30th. Noble stated that he though Co-ops were required to file their final budget with the State by August 31st. Malone said he would verify which date was the correct one.

C. Challenge – Shortage Areas

Malone reported that NIA is short of staff members in the following positions for the 2018-2019 school year:

- Teachers of the Visually Impaired
- Sign Language Interpreters
- Deaf/Hard of Hearing Counselor
- NIA Executive Board Member from a School Board in Subregion III

Malone stated that we were able to recruit two new Teachers of the Visually Impaired by negotiating salary. We will continue our recruitment efforts using the current entry-level Salary Guide. He added that there has been an increase in requests for these services from districts who cannot obtain the services through Mid-Valley Special Education. Satterwhite said they have also seen an increase in requests for this service in Elgin.

Malone also shared that we will need to fill requests for Sign Language Interpreters by working with agencies. He said we may also tell districts that we can provide the service by using Interpreters who are approved through the Illinois Deaf and Hard of Hearing Commission. Satterwhite stated that they have also been recruiting Sign Language Interpreters and that she would share the applications she has received with NIA.

Malone said that we are able to find Counselors through agencies, but they are not qualified under ISBE rules. Geyman stated that ISBE may allow alternatives as long as the position is posted.

Malone said that he will reach out to the Superintendents of member districts in Subregion III in order to find a School Board Member to serve on the NIA Board. Noble suggested that Malone start with the Oregon, Forreston, Byron, or Stillman Valley school districts since they are close to NIA’s meeting place.

IV. APPROVAL OF AGENDA

Motion made by: Noble
Motion: to approve the agenda
Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:
“Ayes” – Geyman, Kopacz, Kreller, Noble, Satterwhite, Steinmeyer, Swan-Gravatt
“Nays” – None
Action: Approved

V. ELECTION OF CHAIRPERSON OF THE NIA EXECUTIVE BOARD FOR THE REMAINDER OF FY18

Motion made by: Kreller

Motion: to approve the nomination of Crystal Swan-Gravatt for the position of NIA Executive Board Chairperson for the remainder of FY18

Motion seconded by: Satterwhite

The Chairman asked for a voice vote:

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

Action: Approved

Swan-Gravatt began conducting the meeting.

VI. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none present

VII. CONSENT AGENDA

- A. Approval of the Open Session Minutes of FY18 Meeting #5 on May 16, 2018**
- B. Approval of the Closed Session Minutes of FY18 Meeting #5 on May 16, 2018**
- C. Approval of the Personnel Report for June 2018**
- D. Approval of Accounts Payable for the month of June 2018 (handout)**
- E. Acknowledgement of Receipt of Treasurer's Reports for the month April, 2018**

Motion made by: Geyman

Motion: to approve the Consent Agenda

Motion seconded by: Kreller

The Chairman asked for a roll call

Roll Call:

"Ayes" – Geyman Kopacz, Kreller, Noble, Satterwhite, Steinmeyer, Swan-Gravatt

"Nays" – None

Action: Approved

VIII. ACTION ITEMS

- A. Approval of the Appointment of Theresa Montalbano-Owens to the Executive Board as a Special Education Director for Subregion II for June 2018 – August 2018**

Motion made by: Kreller

Motion: to approve the Appointment of Theresa Montalbano-Owens to the Executive Board as a Special Education Director for Subregion II for June 2018 – August 2018

Motion seconded by: Geyman

Malone explained that Montalbano-Owens will replace Kim Moore who resigned at the June Board meeting.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Geyman, Kopacz, Kreller, Noble, Satterwhite, Steinmeyer, Swan-Gravatt

“Nays” – None

Action: **Approved**

B. Approval of the Appointment of Mike Noble to the Executive Board as a District Administrator for Subregion III for FY19

Motion made by: **Kopacz**

Motion: **to approve the Appointment of Mike Noble to the Executive Board as a District Administrator for Subregion III for FY19**

Motion seconded by: Kreller

Malone explained that Noble will complete the term of Cheryl Robinson, who resigned at the June Board meeting.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kopacz, Kreller, Noble, Satterwhite, Steinmeyer, Swan-Gravatt, Geyman

“Nays” – None

Action: **Approved**

C. Approval of the Amendment to NIA Policy XXXIII: Ethics and Gift Receipts

Motion made by: **Kopacz**

Motion: **to approve the Amendment to NIA Policy XXXIII: Ethics and Gift Receipts**

Motion seconded by: Kreller

Malone explained the policy change adopts, by reference, the Illinois State Board of Education’s Code of Ethics for Illinois Educators.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kreller, Noble, Satterwhite, Steinmeyer, Swan-Gravatt, Geyman, Kopacz

“Nays” – None

Action: **Approved**

D. Approval of the Amendment to NIA Policy XXXVI: Use Of Tobacco On School Property

Motion made by: **Satterwhite**

Motion: **to approve the Amendment to NIA Policy XXXVI: Use of Tobacco on School Property**

Motion seconded by: Kreller

Malone stated that the policy was changed to include “electronic delivery systems”.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Satterwhite, Steinmeyer, Swan-Gravatt, Geyman, Kopacz, Kreller

“Nays” – None

Action: **Approved**

IX. Chairperson's Comments and Other Business

Malone thanked the Board members who attended today's meeting as it was important to have the Personnel Report approved.

The next meeting of the Board will take place in August 2018.

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

Motion made by: Satterwhite

Motion: to Adjourn

Motion seconded by: Geyman

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – All “Nays” – None

Action: Approved

The meeting was adjourned at 5:35 p.m.