

**NORTHWESTERN ILLINOIS ASSOCIATION
SPECIAL EXECUTIVE BOARD MEETING #6 FY14 AGENDA
Ogle County Education Center
Byron, Illinois
Wednesday, February 26, 2014
4:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, February 26, 2014

Time: 4:00 p.m.

Location: Ogle County Education Center, Byron, Illinois

Type of meeting: Regular

Name of person taking the minutes: Jean Tritle, Board Secretary

Name of person(s) presiding: Sarah Willey, Chairperson

The meeting was called to order at 4:05 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Drew Hoffman
4. Shelley Nacke
5. Mike Noble
6. Karen Sanders
7. Sarah Willey
8. Tom Zelten

Absent:

1. Kimberly Moore
2. Pamela Scanlan
3. Lisa Wiet

Also present:

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

III. APPROVAL OF AGENDA

Motion made by: Daly

Motion: to approve the agenda as presented

Motion seconded by: Hoffman

The Chairperson asked for a voice vote.

Voice Vote: "Ayes" – all "Nays" – none

Action: Approved

IV. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

V. CLOSED SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY SECTION 2.01 [5 ILCS 120/2.01].

Motion made by: Daly
Motion: to move into Closed Session at 4:07 p.m.
Motion seconded by: Hoffman

The Chairman asked for a roll call

Roll Call:

“Ayes” – Countryman, Daly, Hoffman, Nacke, Noble, Sanders, Willey, Zelten

“Nays” – None

Action: Approved

Motion made by: Daly
Motion: to move return to Open Session at 4:38 p.m.
Motion seconded by: Sanders

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Hoffman, Nacke, Noble, Sanders, Willey, Zelten, Countryman

“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Open Session Minutes of Meeting #5 on January 22, 2014**
- B. Approval of Closed Session Minutes of Meeting #5 on January 22, 2014**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for February, 2014**
- E. Acknowledgment of Receipt of Treasurer’s Report for the Month of January 2014 (Handout)**

Chairman Willey noted that the Board Members had received a revised Personnel Report in their handouts.

Motion made by: Zelten
Motion: to approve the Consent Agenda as presented
Motion seconded by: Noble

The Chairman asked for a roll call

Roll Call:

“Ayes” – Hoffman, Nacke, Noble, Sanders, Willey, Zelten, Countryman, Daly

“Nays” – None

Action: **Approved**

VII. REGIONAL DIRECTOR’S REPORT

A. HLERK – The Extra Mile – February 2014 Edition

Hoffman noted the article on the *Jenna R.P. and E. Scott P. v. City of Chicago School District No. 229 and ISBE* regarding a parent’s request for a private placement for his daughter, stating that this decision would potentially open a Pandora’s Box for special education administrators.

B. NIA FY15 Service Fees Summary (Handout)

Frankiewicz reported that the needs assessment process had been completed. Packets of information have been mailed to the districts and NIA staff members will begin meeting with district administrators to review our recommendations for FY15. Once the meetings with the Directors are concluded, we will tweak our numbers and come up with a new grid for the Board to review.

Frankiewicz noted that the increase in Therapy services in FY14 will continue in FY15 and will result in an increase to 10.75 FTE in staff. We will be adding a Hearing Impaired Teacher in Belvidere and North Boone. We will also need to add two interpreters. We will lose some vision and STEP days, but have added inservice days. We will see a substantial decrease in Adapted PE days due to the fact that the Sandwich School District will be consolidating some of their classes and they have a PE teacher who is also certified in Adapted PE. We currently provide 360 days of Adapted PE and this will decrease to 106 days in FY15. Frankiewicz added that we may be scrambling to find someone to fill these days as our current full-time Adapted PE teacher may not wish to move to part-time status as he would lose his benefits.

C. NIA Hearing Impaired Program - Update

Frankiewicz informed the Board that the Burlington School District, where our Hearing Impaired Program is housed, is experiencing significant growth with a high number of move-in students. This growth has caused them to revise their boundaries; they are also going to institute a full-day kindergarten for the 2014-2015 school year. Due to these two changes and the District’s need for more classroom space, the Hearing Impaired Program will be split amongst five of their schools for the 2014-2015 school year with our kindergarten class being integrated into the regular kindergarten class with a Hearing Impaired Instructor doing collaborative teaching. For this reason, the school district would only agree to a one year lease; they will reassess their situation in September to see if a year extension to the lease will be feasible. In anticipation of having to possibly move the Program for the 2015-2016 school year, Frankiewicz has been making preliminary inquires and has spoken with Mid-Valley and District #300 to see if they could possibly house the program in their districts. She reported that Mid-Valley does not have any space and will start discussions with District #300. She added that the Burlington School District has been a wonderful partner with the NIA with regards to our Hearing Impaired Program and they have worked hard to find a way to keep our program in their district.

D. NIA FOIA Request

Frankiewicz reported that the NIA had received a FOIA request, with subsequent follow-up questions. Noble asked who had filed the request and Frankiewicz answered that the requestor's name is Patricia Lopuszanski, a former employee of the Mid-Valley cooperative. Ms. Lopuszanski requested information relating to the services the NIA provides to the districts that are a part of the Mid-Valley cooperative. In response to her first request, she was sent copies of the quarterly billings for all Mid-Valley districts. Her inquiries pertaining to the mandatory listing of IMRF participants who will earn more than \$75,000 this school year in salary and benefits that is posted on our website caused us to revise the list to include the names of these employees; documentation was sent to support any bonuses or incentives paid to the employees on the list. Ms. Lopuszanski also had questions about the Adapted PE services being provided to Mid-Valley, specifically if the staff member teaching the class received all of the \$13,500 paid by Mid-Valley for this service as salary. Frankiewicz explained to the Board that the Hearing Impaired Program has a PE class at PKMS consisting of multi-handicapped and deaf/hard of hearing students. Mid-Valley was conducting a separate adapted PE class for their students with cognitive disabilities. It was agreed that the two classes would be combined and that Mid-Valley would pay 82% (\$13,500) of the total cost, since 9 of the 11 students in the class belonged to them. In her follow-up questions, Ms. Lopuszanski asked what districts this specific staff member serviced and how much salary he had earned, by district, to date. Lopuszanski was sent a copy of the Adapted PE Staff assignment list, which breaks out the number of days the staff member is working in each district, and a copy of the Mid-Valley change notice that was sent to inform us they would require 30 days of Adapted PE services, due to combining the two classes. Ms. Lopuszanski stated that these two documents did not answer her questions. Frankiewicz told the Board that Lopuszanski would be informed that we do not have any documents that provide the specific information that she is requesting. Frankiewicz added that the FOIA request and all of the documents sent in response had been vetted by our attorneys and any private information, such as the names of specific students, had been redacted. Frankiewicz noted that it is hard to explain to people outside of the organization how the needs assessment/billing process works so that they understand the documentation that goes with it.

E. Gordon Flesch Laserfiche Proposal (Handout)

Frankiewicz shared a proposal she received from Gordon Flesch with the Board. She explained that we have consulted with them regarding the electronic storage of our documents, due to the fact that our paper files must be stored in an old shower room in the Administration building. This room has issues with moisture, which can potentially ruin documents with long retention times, such as Board minutes. The cost to initiate the project would be approximately \$60,000.

She explained that, besides creating electronic storage of our documents, Gordon Flesch would also create a work flow process, which would eventually turn our processes into paperless systems once old documents are scanned and stored.

The NIA does currently have a records retention policy that is overseen by the State. Once permission is granted by the State to destroy old documents, they are shredded. Electronic storage would make this process easier, as all we would have to do is delete files on the computer.

Nacke stated that District #300 uses document imaging through a different company. This has helped to streamline their IEP process. By scanning and electronically storing old documents, they have found that their secretarial staff has saved copying and filing time, to the point where

they will not have to replace any secretaries who retire. She added that electronic files make sharing documents with other districts easier and saves on copy paper and mailing costs.

Frankiewicz shared that Gordon Flesch currently works with the St. Charles School District and Day One. She will bring additional information to the Board at a later date.

VIII. ACTION ITEMS

A. Approval of Regional Director's Contract for FY15

Motion made by: Hoffman

Motion: to approve the Regional Director's Contract for FY15 as stated and pay the 9.4% TRS benefit, whether in a lump sum or at 8.4%, with the remaining 1% differential to be paid on or before June 25, 2015.

Motion seconded by: Zelten

There was no discussion.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Nacke, Noble, Sanders, Zelten, Countryman, Daly, Hoffman

"Nays" – None

"Abstain" – Willey

Action: Approved

IX. Chairperson's Comments and Other Business

Nacke congratulated Frankiewicz on being the recipient of the David Berto Leadership award, which was presented to the at the IAASE meeting.

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

Motion made by: Hoffman

Motion: to Adjourn

Motion seconded by: Sanders

The Chairperson asked for a voice vote.

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

Action: Approved

The meeting was adjourned at 5:20 p.m.