

**- MINUTES -**  
Executive Board Meeting  
Eastern Illinois Area of Special Education  
February 10, 2009 – 8:30 a.m.

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**ROLL CALL**

**Board Present**

Roy Smith, Lovington (Moultrie County)  
Sharon Keck, Windsor (Shelby County)  
Daniel Niemerg, Teutopolis (Effingham County)  
Jill Rogers, Martinsville (Clark County)  
Travis Wilson, Arthur (Douglas County)  
Lorraine Bailey, Paris #4 (Edgar County)

**Board Absent**

Charles Castle (Cumberland County)  
Larry Lilly, Mattoon (Coles County)

**Staff Present**

Michael R. Alt, Executive Director/EIASE  
Ellen Humphrey, Assistant Director-Administration/EIASE  
Jean L. Balch, Assistant Director-Business/EIASE  
Marilyn Shull, Administrative Assistant/EIASE  
Laura Shull, Associate Director/EIASE  
Judith Hagen, Principal/TLC-Humboldt/EIASE

**Guest Present**

Betty Rhea, EIASEA Representative

**OPPORTUNITY FOR PUBLIC COMMENT/INTRODUCTION OF GUESTS**

Ms. Keck opened the meeting by calling for introduction of guests present at the meeting. Guests present were Laura Shull, Associate Director, Judith Hagen, Principal/TLC-Humboldt and Betty Rhea, EIASEA representative. Ms. Keck, Chairman, asked the audience if there were any questions or comments regarding agenda or non-agenda items. There were no requests or comments.

**CONSENT AGENDA**

Consent Agenda, consisting of the following items, was presented to the Board for their approval:

- *Presentation for approval of minutes* of the regular meeting of the Board held on January 13, 2009, as presented.

- *Presentation of monthly bills* for January 2009, and the financial statement.
- *Field Trips*
  1. 2/19/09 – Mrs. Wei’s High School HI class to Chicago.
  2. 2/20/09 – TLC-Funkhouser level A students to the Tarble Arts Center in Charleston.
  3. 2/26/09 – TLC-Funkhouser 8<sup>th</sup> grade students to Lake Land College in Mattoon to the 8<sup>th</sup> grade career conference.
  4. 2/27/09 – TLC-Humboldt level A students to Sullivan Civic Center.
  5. 3/6/09 – TLC-Funkhouser level A students to the Wabash Skating Rink in Louisville.
  6. 3/19/09 – TLC-Kansas sophomore and junior students to the Construction Trades Expo in Charleston.
  7. 3/19/09 – TLC-Humboldt SVE students to the Construction Trades Expo in Charleston.
- *Donations*
  1. \$1,750.00 from Mattoon Fire Fighter’s to DDC to buy Christmas presents for the students (\$35.00 X 50 students).
- *Presentation of Minutes of Executive Session*
  1. Minutes of the 1/13/09 executive session.

It was moved by Lorraine Bailey, seconded by Dan Niemerg that the Executive Board approve the Consent Agenda as presented. Roll call vote: Daniel Niemerg, yea; Travis Wilson, yea; Jill Rogers, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea—motion carried.

**PRESENTATION OF DIRECTOR’S RECOMMENDATION TO EMPLOY STAFF**

The Director recommended the employment of the following staff.

1. Rebecca Ritchey, Teacher Assistant/TLC-Kansas (effective 2/3/09)
2. Nancy Meyer, Teacher Assistant/DDC (effective 1/20/09)

It was moved by Roy Smith, seconded by Travis Wilson that the Executive Board approve the employment of the above staff as presented. Roll call vote: Daniel Niemerg, yea; Travis Wilson, yea; Jill Rogers, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea—motion carried.

## **PRESENTATION OF EXECUTIVE DIRECTOR JOB DESCRIPTION and EVALUATION INSTRUMENT**

The Director advised that the description for the Executive Director position had been developed and the evaluation instrument had been updated to reflect the changes. They were presented, along with a standards document from the ISBE website, for the position of Executive Director.

It was moved by Roy Smith, seconded by Jill Rogers, that the Executive Board approve the newly updated job description and evaluation instrument, as presented. All voted aye – motion carried.

## **MOVE TO EXECUTIVE SESSION**

It was moved by Dan Niemerg seconded by Roy Smith that the Executive Board adjourn to executive session for the purpose of discussing employee compensation, acquisition of real estate, and the employment or dismissal of staff at 8:50 a.m. Roll call vote: Daniel Niemerg, yea; Travis Wilson, yea; Jill Rogers, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea—motion carried.

It was moved by Travis Wilson, seconded by Dan Niemerg, that the Executive Board come out of executive session at 10:09 a.m. All voted aye – motion carried.

## **ADMINISTRATIVE COMPENSATION**

It was moved by Lorraine Bailey, seconded by Travis Wilson that the Executive Board approve the administrative salaries for the 2009-2010 school year, as presented. Roll call vote: Daniel Niemerg, yea; Travis Wilson, yea; Jill Rogers, yea; Lorraine Bailey, yea; Roy Smith, nay; Sharon Keck, yea—motion carried.

## **ADJOURNMENT**

It was moved by Jill Rogers, seconded by Lorraine Bailey that Executive Board adjourn at 10:16 a.m. All voted aye – motion carried.

Submitted by:

Marilyn Shull  
Administrative Assistant