

- MINUTES -
Executive Board Meeting
Eastern Illinois Area of Special Education
January 13, 2009 – 8:30 a.m.

ROLL CALL

Board Present

Roy Smith, Lovington (Moultrie County)
Sharon Keck, Windsor (Shelby County)
Charles Castle (Cumberland County)
Larry Lilly, Mattoon (Coles County)
Daniel Niemerg, Teutopolis (Effingham County)
Jill Rogers, Martinsville (Clark County)
Lorraine Bailey, Paris #4 (Edgar County)

Board Absent

Travis Wilson, Arthur (Douglas 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

Guest Present

Vickie Christman, EIASEA Representative
Dianna Smith, CPA/West & Company

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 Vickie Christman, EIASEA representative and Dianna Smith, CPA/West & Co. 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 December 9, 2008, as presented.
- *Presentation of monthly bills* for December 2008, and the financial statement.

- *Presentation for approval of resignation of personnel:*
 1. Melvin Himes, Teacher Assistant/TLC-Kansas.

- *Field Trips*
 1. 1/23/09 – TLC-Kansas Level A students to Isaac’s Family Fun in Mattoon.
 2. 1/30/09 – TLC-Kansas Level A students to the Will Rogers Theatre in Charleston.
 3. 2/13/09 – TLC-Funkhouser Level A students to Isaac’s Family Fun in Mattoon.

- *Approval of December 9, 2008 Executive Board Meeting minutes.*

It was moved by Larry Lilly, seconded by Jill Rogers that the Executive Board approve the Consent Agenda as presented. Roll call vote: Travis Wilson, yea; Jill Rogers, yea; Larry Lilly, yea; Charles Castle, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea-- motion carried.

PRESENTATION OF ANNUAL FINANCIAL REPORT

The financial statement was explained by Diane Smith, CPA/West & Company. Following discussion, there were no corrections or recommendations. It was moved by Chuck Castle, seconded by Larry Lilly that the Executive Board accept the financial statement as presented. Roll call vote: Dan Niemerg, yea; Travis Wilson, yea; Jill Rogers, yea; Larry Lilly, yea; Charles Castle, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea-- motion carried.

OUT-OF-STATE CONFERENCE

The Director advised that the Illinois State Board of Education requires Board approval for any federal and state dollars that are used for staff development conferences which are located greater than 50 miles outside of Illinois. He recommends that the Executive Board approve the request of Ellen Humphrey, Assistant Director-Administration to attend the National Council for Exceptional Children conference in Seattle, Washington in April 2009.

It was moved by Roy Smith, seconded by Dan Niemerg, that the Executive Board approved the Out-of-state Conference request for Ellen Humphrey for April 1st through April 4th 2009. Dan Niemerg, yea; Jill Rogers, yea; Larry Lilly, yea; Charles Castle, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea-- motion carried.

PREPARATION FOR REDUCTION-IN-FORCE

Dr. Alt advised that the Central City case (June 9, 1992 Illinois Supreme Court) requires the Administrative Committee to discuss/bargain the effect of Reduction-In-Force with EIASE's collective bargaining agent (Eastern Illinois Area of Special Education Association/IEA/NEA.)

Dr. Alt recommended that the Executive Board order the Executive Director to communicate to the Eastern Illinois Area of Special Education Association/IEA/NEA that the EIASE Governing Board plans on issuing a RIF 60 days prior to the closing of the EIASE school term.

It was moved by Chuck Castle, seconded by Dan Niemerg that the Executive Board authorize the Executive Director to communicate plans on issuing RIF to EIASEA/IEA/NEA. All voted aye—motion carried.

REDUCTION-IN-FORCE

The Executive Board was presented six (6) resolutions to reduce the number of staff for the 2009-2010 school year because of sound educational and financial planning due to the uncertainties of student enrollment and funding. Dr. Alt's report suggested that the Executive Board recommend to the Governing Board the six (6) resolutions as presented. The resolutions are to reduce staff as follows:

Resolution Reference to the Dismissal of Non-tenured Certificated Personnel:

1. Kristie S. Fredericks, Teacher, ECE

Resolution Reference to the Non-Renewal of Non-tenured Certificated Personnel due to uncertainty of funding:

1. Suzanne Stevens – Teacher, Project HELP
2. Del Rae Bridges – Teacher, Project HELP
3. Wendy Wright - .5 Teacher Project HELP, .5 ECE Teacher
4. Amy Durdel – Teacher, Project HELP
5. Rhonda Lowell - Teacher, Project HELP
6. Kelly McDonald-Clarkson – Teacher, Project HELP
7. Jennifer Mast – Teacher, Project HELP
8. Tammy Smith - Teacher, Project HELP
9. Amanda J. Bennett -, Teacher, Project HELP
10. Andrea K. Lassar – Teacher, Project HELP
11. Suzanne M. Alva – Teacher , Project HELP
12. Danielle M. Storm – Teacher, Project HELP
13. Mickey Michels - .5 FTE Counselor, TLC-Kansas

14. Lora Short - .4 FTE School Psychologist
15. Vi. Hubbell - .422 FTE Collaborative Teacher
16. Dulcy Dawson, Prevocational Coordinator

Resolution Reference to the Reduction-In-Force of Tenured Certificated Personnel due to uncertainty of funding:

1. Laura Dunn – Teacher, Project HELP
2. Jill Brown – Teacher Project HELP
3. Joann Sheehan – Teacher Project HELP
4. Margie A. Eadie – Developmental Screener
5. Shari L Porter – Parent Coordinator, Project HELP
6. Kimberly D Storm – Teacher, Project HELP
7. Leona McKittrick – Teacher, Project HELP
8. Melinda A. Edrington – Teacher, Project HELP
9. Ginny D. Hubbartt – Teacher, Project HELP
10. Elizabeth J. Day - Teacher Coordinator, Project HELP
11. Pamela J. Storm – Teacher, Project HELP
12. Laura Lafrence – Teacher, Project HELP
13. Pamela A. Ramage – Developmental Screener, Project HELP
14. Deborah A. Oakley – Teacher, Project HELP
15. Elizabeth A. Smother – Teacher, Project HELP

Resolution Reference to the Reduction-In-Force of Classified Salaried employees.

1. Elizabeth K. Waggoner, Project HELP
2. Michelle Schnepfer, Model Parental Trainer, Project Beginning Steps

Resolution Reference to the Reduction-In-Force of Classified Hourly employees.

1. Kelly Heltsley - .5 Teacher Assistant, Project HELP
2. Janess Bishop - .5 Teacher Assistant, Project HELP
3. Karmen Rowe - .5 Teacher Assistant, Project HELP
4. Jason L. Anderson – Teacher Assistant, H/TLC
5. Lisa A. Norman - Teacher Assistant, SVE
6. Jermaine T. High – Teacher Assistant, H/TLC
7. Michael R. Holt – Teacher Assistant, H/TLC
8. Missy D. Sattler – Teacher Assistant, Project HELP
9. Leah A. Keck – Teacher Assistant, Pre-Voc
10. Nancy L. Gard – Teacher Assistant, Project HELP
11. Severina W. Cox – Teacher Assistant, ECE
12. Lori L. Eaton – Teacher Assistant, DDC
13. Dori Fairbanks, Teacher Assistant, ECE
14. Judith L. Hutton – Teacher Assistant, DDC
15. Cindy E. Calhoun, Teacher Assistant, K/TLC
16. Angel L. Goble – Teacher Assistant, ECE

17. Michele L. Smock – Teacher Assistant, SVE
18. Janet L. Shull – Teacher Assistant, Project HELP
19. April Hardiek, Teacher Assistant, F/TLC
20. Justin Milchman – Teacher Assistant, F/TLC
21. Kevin Wiedman – Teacher Assistant, F/TLC
22. Cody M. Hammond – Teacher Assistant, K/TLC
23. Sarah R. Ritchey – Teacher Assistant, K/TLC
24. Susan L. Cunningham – Teacher Assistant, H/TLC
25. Lisa J. Garrett - Teacher Assistant DDC
26. Regina E. Beals – Teacher Assistant ,HI
27. Victoria D. Brady – Teacher Assistant, HI
28. Deborah L. Watson – Teacher Assistant, Project HELP
29. Carrie Brian-Miller – Teacher Assistant, Project HELP
30. Adam H. Hoene – Teacher Assistant, K/TLC
31. Tracie A. Ledbetter - Teacher Assistant, Project F/TLC
32. Brooke L. Goldsberry – Teacher Assistant, K/TLC
33. Luzetta Veach – Level I Secretary
34. Rose Smith – Level I Secretary
35. Lori Rothrock – Office Assistant, Project HELP
36. Angela Walk – .5 Level II Secretary
37. John A. Connor – .1 FTE Custodian, Project HELP

Resolution Reference to the Reduction-In-Force in employment status of the following hourly classified employees for the 2009-2010 school year.

1. Lori Wilson – Level II Secretary to Level I Secretary
2. Elaine Stuckey – Level II Secretary to Level I Secretary

It was moved by Larry Lilly, seconded by Jill Rogers that the Executive Board recommend the reduction in employment listed in the above six (6) resolutions to the Governing Board as presented. All voted aye – motion carried.

PRESENTATION OF A REVISED JOB DESCRIPTION FOR THE POSITION OF “EXECUTIVE DIRECTOR”

Dr. Alt indicated that the Executive Board asked him to draft a revised job description for the position of “Executive Director”. He then recommended that the Executive Board approve the document as presented.

During discussion, it was recommended that a recruitment flyer be produced as well as other suggestions and concerns to be reviewed that may be included in the document.

It was moved by Dan Niemerg, seconded by Chuck Castle that the item be tabled until the February 2009 Executive Board Meeting. All voted aye – motion carried.

TAMES

Dr. Alt distributed an Administrative Outreach Agreement and Direct Services Medicaid Agreements from TAMES Health Resource Service.

There were some concerns during discussion with regard to the time study and claims allowed by the State. Dr. Alt indicated that he would contact Michael Muckian, Executive Director of Health Resource Service Management, Inc. to discuss their concerns.

It was moved by Roy Smith, seconded by Chuck Castle that the Executive Board approve an amended agreement, following it being reviewed by EIASE lawyers. All voted aye – motion carried.

CONSULTANTS REPORT

Dr. Alt prepared a list of 34 suggestions that the consultants had made following their review of EIASE's fiscal considerations, organizational structure, communications and technology. A suggestion was made that the Director use a focused approach on what EIASE is doing regarding the consultants suggestions, and update it monthly.

ADJOURN TO EXECUTIVE SESSION

It was moved by Dan Niemerg, seconded by Larry Lilly that the Executive Board adjourn to executive session to discuss reviewing past executive session minutes and discussion of employee compensation, acquisition of real estate, and requests for leaves of absence, without pay, for medical reasons at 10:26 a.m. Roll call vote: Dan Niemerg, yea; Jill Rogers, yea; Larry Lilly, yea; Charles Castle, yea; Lorraine Bailey, yea; Roy Smith, yea; Sharon Keck, yea-- motion carried.

It was moved by Larry Lilly, seconded by Chuck Castle, that the Executive Board come out of executive session at 11:06 a.m. All voted aye – motion carried.

LEAVE OF ABSENCE

It was moved by Jill Rogers, seconded by Lorraine Bailey that the Executive Board extend Leave of Absence, without pay, for Angela Rawlings and Roger Maulding until their respective doctor's release them to return to work.

PRESENTATION TO APPROVE EXECUTIVE SESSION MINUTES

It was moved by Larry Lilly, seconded by Dan Niemerg that the Executive Board continue to remain closed all executive session minutes as presented. Therefore, the executive session minutes of 8/11/08 and 10/14/08 will be opened and placed in the board minutes file.

ADJOURNMENT

It was moved by Larry Lilly, seconded by Dan Niemerg that Executive Board adjourn at 11:08 a.m. All voted aye – motion carried.

Submitted by:

Marilyn Shull
Administrative Assistant