

**- MINUTES -**  
Executive Board Meeting  
Eastern Illinois Area of Special Education  
January 12, 2010 – 8:30 a.m.

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**ROLL CALL**

**Board Present**

Joel Hackney, Okaw Valley (Moultrie County)  
Sharon Keck, Windsor (Shelby County)  
Charles Castle, Neoga (Cumberland County)  
Jim Littleford, Charleston (Coles County)  
Daniel Niemerg, Teutopolis (Effingham County)  
Dee Scott, Casey-Westfield (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  
Tony Reeley, Associate Director/EIASE  
Pam Uptmor, Associate Director/EIASE  
Sandi Durham, Master OT/EIASE

**Guest Present**

Betty Rhea, EIASEA Representative  
Diana Smith, Auditor/West and 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 Betty Rhea, EIASEA representative, Diana Smith, West and Company representative, Tony Reeley, Sandi Durham and Pam Uptmor. 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 8, 2009, as presented.
  
- *Presentation for Donations*, as presented.
  1. TO DDC Program from the Mattoon firefighters - \$1,380.00 worth of Wal-Mart gift cards to buy Christmas gifts for the students (\$30.00 per student).
  2. To DDC Program from Sav-Mor Pharmacy - \$100.00.
  3. To DDC Program from Beachy Bulk Foods – 20 pounds of gumdrops (value \$26.00)
  4. To DDC Program from Mattoon Flower Shop (Helium – value \$20.00)
  5. To DDC Program from Dairy Queen – 6 waffle bowls (value \$6.00)
  6. To DDC Program from Cakes by Christine – 3 dozen cookies (value \$12.00)
  7. To Project HELP classrooms in Tuscola, from the Heavenly Blessings Day Care Center in Tuscola (\$2,000.)
  
- *Presentation for approval of resignation of personnel:*
  1. James Wright, Teacher Assistant, TLC-Kansas effective 1/7/10.
  
- *Field Trips*
  1. 1/22/10 – TLC – Fresh Start Level A students to Wabash Skating Rink in Louisville.
  
- *Resignations*
  1. James Wright, Teacher Assistant (TLC-Kansas, effective 1/7/10)

It was moved by Dan Niemerg, seconded by James Littleford that the Executive Board approve the Consent Agenda as presented. Roll call vote: Daniel Niemerg, yea; Dee Scott, yea; James Littleford, yea; Charles Castle, yea; Lorraine Bailey, yea; Joel Hackney, yea; Sharon Keck, yea-- motion carried.

## **PRESENTATION OF ANNUAL FINANCIAL REPORT**

The annual financial statement was explained by Dr. Jean Balch, Assistant-Director-Business along with Diana Smith. Following discussion, there were no corrections or recommendations. It was moved by Joel Hackney, seconded by Chuck Castle that the Executive Board accept the annual financial statement as presented. Roll call vote: Daniel Niemerg, yea; Dee Scott, yea; James Littleford, yea; Charles Castle, yea; Lorraine Bailey, yea; Joel Hackney, yea; Sharon Keck, yea-- motion carried.

## **PRESENTATION OF MONTHLY BILLS FOR DECEMBER 2009, AND THE MONTHLY FINANCIAL STATEMENT.**

The Director indicated that he was presenting the Bills and Monthly Financial Statement as a separate item. He indicated that the Assistant Director of Business previously discussed with him the seriousness of the lack of cash available to EIASE for the payment of bills and payroll for the month of January. It was discussed that the Executive Board consider borrowing money until EIASE's cash receipts improve. He also mentioned that several member districts have not paid last year's bill from EIASE. Dr. Alt also indicated that he had Mary Nan Zimmer, Principal of the Early Childhood Program, contact ISBE regarding funding for the Early Childhood At-risk programs.

After much discussion it was moved by Dan Niemerg, seconded by Chuck Castle that the Executive Board direct the Executive Director to first, make a personal phone call to all districts owing money to EIASE. Secondly, have the business office send out an additional bill as soon as possible, and thirdly, discuss EIASE's situation with the bank, in the event EIASE needs to borrow money at a later date. All voted aye – motion carried.

Dr. Alt advised that EIASE is curtailing spending as much as it can right now. He also indicated that EIASE is looking at a much greater Reduction-In-Force- (RIF) than it has carried out in the past few years.

## **PRESENTATION OF DIRECTOR'S RECOMMENDATION TO EMPLOY STAFF**

The Director recommended the employment of the following staff.

1. Mitchell Simpson, Technology Assistant (replacing Sara Thomas.)

It was moved by Dan Niemerg, seconded by Chuck Castle that the Executive Board approve the employment of the above staff as presented. Roll call vote: Daniel Niemerg, yea; Dee Scott, yea; James Littleford, yea; Charles Castle, yea; Lorraine Bailey, yea; Joel Hackney, yea; Sharon Keck, yea-- motion carried.

Dr. Alt also mentioned that all new employees are on a 90 day probationary period. Supervisors will need to see how it plays out, and make sure they are absolutely necessary.

It was moved by James Littleford, seconded by Dee Scott that the Executive Board increase the part-time contract of COTA Toni Eyer by an additional one day per week only for the remainder of the 2009-2010 school year. This would increase her FTE from .5 to .6.

## **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, to attend the Exceptional Children conference that is being held in Nashville, TN this year.

It was moved by Joel Hackney, seconded by Chuck Castle that the Executive Board approve the out of State Conference for Ellen Humphrey, Assistant Director, being held in Nashville, TN. All voted aye: motion carried.

## **EIASE POLICY # 3.1700 CHANGES**

Dr. Alt advised that he had prepared the changes on EIASE policy # 3.1700 *Freedom of Information Act*. He indicated that laws effective January 1, 2010 made these changes necessary. He recommends that the Executive Board approve this amended policy to be adopted by the Governing Board. Dr. Alt stated that officers had to be named regarding these changes. He appointed, Michael Alt, Tony Reeley, Ellen Humphrey and Marilyn Shull as officers.

It was moved by Chuck Castle, seconded by Dan Niemerg that the Executive Board adopt the policy as presented, and approve the officers as recommended. Roll call vote: Daniel Niemerg, yea; Dee Scott, yea; James Littleford, yea; Charles Castle, yea; Lorraine Bailey, yea; Joel Hackney, 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 Executive Board 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 Executive Board plans on issuing a RIF 60 days prior to the closing of the EIASE school term.

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

## **MOVE TO EXECUTIVE SESSION**

It was moved by Chuck Castle, seconded by Dan Niemerg that the Executive Board adjourn to executive session for the purpose of reviewing past executive session minutes, and discussion of individual employee compensation at 10:22 a.m. Roll call vote – motion carried.

It was moved by Dee Scott, seconded by Dan Niemerg , that the Executive Board authorize the past closed executive session minutes of 8/11/08 and 10/14/08 be opened for placement in the regular minute book, as presented.

It was moved by Dan Niemerg, seconded by Lorraine Bailey that the executive session adjourn at 10:38 a.m. All voted aye – motion carried.

## **ADJOURNMENT**

It was moved by Chuck Castle, seconded by Lorraine Bailey that Executive Board adjourn at 10:40 a.m. All voted aye – motion carried.

Submitted by:

Marilyn Shull  
Administrative Assistant