

**- MINUTES -**  
Executive Board Meeting  
Eastern Illinois Area of Special Education  
December 13, 2011 – 9:30 a.m.

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**ROLL CALL**

**Board Present**

Lorraine Bailey, Paris #4 (Edgar County)  
Jean Chrostoski, Arcola CU #306 (Douglas County)  
Joel Hackney, Okaw Valley CU #302 (Moultrie County)  
Sharon Keck, Windsor CU # 1 (Shelby County)  
James Littleford, Charleston CU # 1 (Coles County)  
Rick Manuell Marshall CU #C-2 (Clark County)  
Rusty Ragon, Cumberland CU #77 (Cumberland County)

**Board Absent**

Jeff Fritchtnitch, Altamont CU #10 (Effingham County)

**Staff Present**

Tony L. Reeley, Executive Director/EIASE  
Ellen Humphrey, Assistant Director-Administration/EIASE  
Jean L. Balch, Assistant Director-Business/EIASE  
Beverly Johnson, Executive Assistant/EIASE

**Guest Present**

James Harris, EIASEA Representative  
Pam Uptmor, EIASE Principal Hearing Impaired Program  
Jeremy Doughty, EIASE Associate Director  
Linda Mastio, EIASE Associate Director

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

Mr. Reeley opened the meeting by calling for introduction of guests present at the meeting. Guests present were: James Harris, EIASEA Representative, Pam Uptmor, EIASE Principal Hearing Impaired Program, Jeremy Doughty, EIASE Associate Director, and Linda Mastio, EIASE Associate Director. Mr. Reeley 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 the approval of minutes of the regular meeting of the Board held on November 8, 2011, as presented.*

- *Presentation of monthly bills and financial statement for November 2011.*
- *Presentation of the Director's recommendation to approve out of town field trips.*
  1. December 2 – KTLC to Ice Skating in Champaign, IL
  2. December 2 – FTLC to Isaac's Family Fun in Mattoon, IL
  3. December 2 – FTLC to Sullivan Civic Center in Sullivan, IL
  4. December 14 – KTLC to Honey Creek Mall in Terre Haute, IN
  5. December 16 – HI to Mattoon Mall
  6. December 16 – HTLC to Silver Star Skating in Mattoon, IL
  7. December 19 – FTLC to Niemergs in Effingham, IL
- *Presentation of the Director's recommendation to accept donations.*
  1. Kathleen Bates donated beads to the SVE department at KTLC.
  2. Salisbury Church of Charleston donated food for the backpack program at KTLC. Approximate value is \$350.00.
  3. The Delta Kappa Gamma Society via Maribeth Opperman of Tuscola donated 25 classical literature books to HTLC.
- *Presentation of the Director's recommendation to accept resignations.*
  1. Tracy Himes, Teacher Aide at HTLC (effective 11/21/2011)
- *Presentation of the November 8, 2011 Executive Board Closed Session Meeting Minutes.*

It was moved by James Littleford (Coles County), seconded by Jean Chrostoski (Douglas County) that the Executive Board approve the recommendation to approve the consent agenda, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

**PRESENTATION OF THE DIRECTOR'S RECOMMENDATION TO ACKNOWLEDGE RECEIPT OF IRREVOCABLE LETTER OF RETIREMENT.**

The Director has received one (1) irrevocable letter of retirement. This letter is notice that the person who submitted it intends to take advantage of the provisions of Article 11.5 of the collective bargaining agreement. This person intends to retire at the end of SY 2013. This letter was submitted on October 19, 2011; therefore according to the collective bargaining agreement Ms. Stacey will not be eligible to receive the 6% retirement bonus for this year. However, for submitting early notice of her pending retirement, this person will receive a 6% retirement bonus, inclusive of all other TRS or IMRF creditable earnings for her final year of service.

1. Marilyn Stacey – Teacher Assistant, HTLC (6/30/13)

It was moved by Joel Hackney (Moultrie County), seconded by Rusty Ragon (Cumberland County) that the Executive Board approve the recommendation to acknowledge receipt of irrevocable letter of retirement, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

**PRESENTATION OF THE DIRECTOR’S RECOMMENDATION FOR EMPLOYMENT**

1. Michelle King, Teacher, DDC (effective January 2, 2012) – New Position – This position was created because of an increase in student enrollment at DDC.
2. Deena Bushue, Speech & Language Pathologist, Autism Team – Increase her part-time position by 23 days to accommodate the increase in referrals to the Autism Team. There is currently a .5 position in the Autism Team that was budgeted for and not filled.

It was moved by Jean Chrostoski (Douglas County), seconded by James Littleford (Coles County) that the Executive Board approve the recommendation for employment, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

**PRESENTATION OF THE DIRECTOR’S RECOMMENDATION TO AMEND THE JOINT AGREEMENT**

EIASE’s Joint Agreement specifies the powers and authorities of both of EIASE’s Boards. Currently the Governing Board is the only Board with the authority to enact a Reduction in Force. The Director recommends that the Joint Agreement document be amended to provide the Governing Board the ability to temporarily grant the authority to enact a Reduction in Force to the Executive Board. This would allow more flexibility for EIASE to take action on a RIF, if one should become necessary at any point during the school year.

It was moved by Rusty Ragon (Cumberland County), seconded by Rick Manuell (Clark County) that the Executive Board approve the recommendation to amend the joint agreement, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby

County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

### **UPDATE ON THE STATUS ON THE CASE CONTRACT FOR VISION SUPERVISION AND ORIENTATION AND MOBILITY SERVICES**

At the November 8, 2011 Executive Board meeting the Director informed the Board of some of his concerns with the CASE services for vision supervision and orientation & mobility services. At that time the Board instructed him to continue to investigate these issues and be able to make a recommendation regarding EIASE's continuing to use CASE services.

The Director has met with Pam Uptmor, EIASE vision services supervisor, and Ellen Humphrey to discuss the situation. They have informed him that currently we do have someone certified for orientation and mobility services; however we do not have anyone certified for vision supervision. The Director has also met with the other CASE member directors. As a group they agreed with the concerns and decided to ask some of the retired directors who originally created CASE to come to the meeting in January to explain how CASE came to be and why it was never formalized. They are also going to have the CASE employees meet with all of the directors at our February meeting to explain what they do and how they account for their time. The directors who were present at the meeting agreed that the current arrangement is too loose and either needs to be formalized as a Joint Agreement or taken on as a service offered by Urbana and sold to other co-ops. The Director has also asked that the CASE employees produce a record of "contact hours" or some other means of time tracking to justify EIASE's proportionate share of the CASE bill.

One of the directions of the Executive Board was for the Executive Director to be able to make a recommendation to the Board for either staying with CASE for next year or opting out and providing these services on our own. The Director does not believe that we have sufficient information or resources to "opt out" for next school year. Therefore he recommends that EIASE remain with the current CASE services for the 2012-2013 school year.

The Director's intention is to continue to try to work with the other directors to reach a satisfactory solution regarding CASE. Meanwhile EIASE, will continue to gather information and investigate the possibility and cost-effectiveness of opting-out of CASE services possibly by the 2013-2014 school year.

### **PRESENTATION OF THE DIRECTOR'S RECOMMENDATION FOR BOARD REPRESENTATIVE MEMBERS OF THE JOINT RIF COMMITTEE**

Senate Bill 7 changed Section 24-12(c) of the Illinois School Code to read, "Each school district and special education joint agreement must use a joint committee composed of equal representation selected by the school board and its teachers, or if applicable, the exclusive bargaining representative of its teachers, to address the matters

described in paragraphs (1) through (5) of this subsection (c) pertaining to honorable dismissals under subsection (b) of this Section.”

The Director recommends the Board appoint Tony Reeley, Ellen Humphrey, Judith Hagen, and Jan Percy as the Board’s representatives for the Joint RIF Committee and that the Board delegate the authority to appoint future representatives to the Executive Director.

It was moved by Jean Chrostoski (Douglas County), seconded by Joel Hackney (Moultrie County) that the Executive Board approve the recommendation for board representative members of the Joint RIF Committee, as presented. Roll call vote: Rick Manuel (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

### **PRESENTATION OF THE DIRECTOR’S RECOMMENDATION TO APPROVE IRS MANDATED 403B PLAN CHANGES**

The Executive Board will need to review and approve the amended 403b plan. These amendments are IRS mandated for adoption by December 31, 2011. The information has been provided by Security Benefit through Wells Fargo. The default provisions are recommended, so no boxes need to be selected within Article II. This will require the signature of the Board Secretary.

It was moved by Joel Hackney (Moultrie County), seconded by Lorraine Bailey (Edgar County) that the Executive Board approve the recommendation to approve IRS mandated 403b plan changes, as presented. Roll call vote: Rick Manuel (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

### **MOVE TO EXECUTIVE SESSION**

Closed session for the discussion of collective negotiating matters between the Joint Agreement and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2).

Closed session for the discussion of appointment, compensation, discipline, performance, or dismissal of specific employees of the Joint Agreement. (5 ILCS 120/2(c)(1).

It was moved by Rusty Ragon (Cumberland County), seconded by Rick Manuel (Clark County) that the Executive Board adjourn to executive session for the purpose of discussion of collective negotiating matters between the Joint Agreement and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)) and discussion of appointment, compensation, discipline, performance, or dismissal of specific employees of the Joint

Agreement (5 ILCS 120/2(c)(1)) at 9:56 a.m. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

It was moved by Rusty Ragon (Cumberland County), seconded by Rick Manuell (Clark County) that the Executive Board come out of Executive Session at 11:30 a.m. All voted aye – motion carried.

#### **MEETING RECONVENED AT 11:34 A.M.**

#### **PRESENTATION OF THE DIRECTOR'S RECOMMENDATION FOR EMPLOYMENT OF LEVEL IV SECRETARY**

1. Carla Leathers, Level IV Secretary, effective July 1, 2012. This position replaces Debbie Waggoner, Level IV Secretary. Ms. Leathers will receive the FY11/12 increase now and the salary difference between a Level III and a Level IV Secretary on July 1, 2012.

It was moved by Jean Chrostoski (Douglas County), seconded by Lorraine Bailey (Edgar County) that the Executive Board approve the Director's recommendation for employment of Level IV Secretary, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

#### **PRESENTATION OF THE DIRECTOR'S RECOMMENDATION TO ACCEPT TENTATIVE CONTRACT BETWEEN EIASE AND EIASEA**

The Executive Board accepted the tentative contract between EIASE and EIASEA.

It was moved by Joel Hackney (Moultrie County), seconded by James Littleford (Coles County) that the Executive Board approve the Director's recommendation to accept the tentative contract between EIASE and EIASEA, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

#### **PRESENTATION OF THE DIRECTOR'S RECOMMENDATION TO ACCEPT ADMINISTRATIVE SALARY INCREASE**

The Executive Board agreed to a 2.9 salary increase for all administrative staff.

It was moved by Rick Manuell (Clark County), seconded by Jean Chrostoski (Douglas County) that the Executive Board approve the Director's recommendation to accept

administrative salary increase, as presented. Roll call vote: Rick Manuell (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; Rusty Ragon (Cumberland County) yea; James Littleford (Coles County) yea; Jean Chrostoski (Douglas County) yea -- motion carried.

## **OTHER**

Jean Chrostoski recommended that a committee be formed for the purpose of administrative salary discussion. This committee should be formed by June 2012.

## **ADJOURNMENT**

It was moved by Rusty Ragon (Cumberland County), seconded by Rick Manuell (Clark County) that the Executive Board adjourn at 11:37 a.m. All voted aye – motion carried.

Submitted by:

Beverly Johnson  
Executive Assistant