

**- MINUTES -**  
Executive Board Meeting  
Eastern Illinois Area of Special Education  
February 8, 2011 – 8:30 a.m.

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**ROLL CALL**

**Board Present**

Lorraine Bailey, Paris #4 (Edgar County)  
Jean Chrostoski, Arcola CU #306 (Douglas County)  
Jeff Fritchtnitch, Altamont CU #10 (Effingham County)  
Joel Hackney, Okaw Valley CU #302 (Moultrie County)  
Sharon Keck, Windsor CU # 1 (Shelby County)  
James Littleford, Charleston CU # 1 (Coles County)  
Dee Scott, Casey-Westfield #C-4 (Clark County)

**Board Absent**

Rusty Ragon, Cumberland CU #77 (Cumberland County)

**Staff Present**

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

**Guest Present**

Betty Rhea, EIASEA Representative  
Greg Petty, Principal/FS-TLC EIASE  
April Fox, Principal/K-TLC EIASE

**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: Betty Rhea, EIASEA Representative; Greg Petty, Principal FS-TLC; April Fox, Principal K-TLC. 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 approval of minutes of the regular meeting of the Board held on January 18, 2011, as presented.*

- *Presentation of monthly bills and financial statement for January 2011.*
- *Presentation of the Director's recommendation to approve out of town field trips.*
  1. 2/11 – KTLC to Paris Movie Theater in Paris
  2. 2/11 – HTLC to Mattoon Bowl in Mattoon
  3. 2/18 – FTLC to Isaaks Family Fun in Mattoon
  4. 2/22 – KTLC to U of I Greenhouse in Urbana
  5. 2/23 – FTLC to Subway in Effingham
  6. 2/25 – MDDC to Ryans in Effingham
  7. 2/25 – TDDC to Ryans in Effingham
  8. 2/25 – HTLC to Mattoon Bowl in Mattoon
  9. 2/25 – FTLC to Lake Land College in Mattoon
  10. 2/25 – KTLC to EIU Bowling in Charleston
  11. 3/4 – FTLC to KBowl in Effingham
- *Presentation of the Director's recommendation to approve donations.*
  1. HTLC Donations:
    - a. One Hope United provided a TLC student with a scholarship to Lakeview Nursing School in the amount of \$1,960.
    - b. Mattoon Fire Department
      - i. Christmas presents for students. Total value: \$2,940.
      - ii. Pizza party for students: \$350
    - c. Cromwell Radio: Christmas gifts for students. Total value \$9,800
    - d. Lutheran Ladies donated Christmas cookies: \$50
    - e. Hardware State Bank of Lovington donated candy bars: \$50
    - f. Bill and Bob Hagen donated candy canes for all 3 TLC locations: \$100
  2. FTLC Donations:
    - a. Melba Boldt of Effingham gave a cash donation of \$25.
    - b. Bill & Julia Fritcher of Neoga gave a cash donation of \$25.
    - c. James & Virginia Robins of Newton gave a cash donation of \$25.
    - d. Mark & Dianna Mayhood of Effingham gave a cash donation of \$50.
    - e. Daniel & Lisa Norton of Effingham gave a cash donation of \$50.
    - f. Linda Barker Debolt of Shumway gave a cash donation of \$100.
    - g. Robert & Cathy Siemer-Goldstein of Teutopolis gave a cash donation of \$50.
    - h. Tingley Business of Effingham gave a cash donation of \$30.
    - i. Alan & Linda Tryon of Watson gave a cash donation of \$50.

- j. Kenneth & Claudine Rush of Effingham gave a cash donation of \$50.
  - k. James & Carol Wolters of Effingham gave a cash donation of \$20.
  - l. Washington Savings Bank of Effingham gave a cash donation of \$100.
  - m. Agracel of Effingham gave a cash donation of \$50.
  - n. South Eastern Special Education Co-Op gave a cash donation of \$325.
  - o. Ron & Crystal Lawler of Mulberry Grove gave a cash donation of \$200.
  - p. Ryan Jennings of Effingham gave a cash donation of \$40.
  - q. Teutopolis State Bank of Teutopolis gave a cash donation of \$25.
  - r. Effingham Urology Associates of Effingham gave a cash donation of \$100.
  - s. Tom Henderson of Effingham gave a cash donation of \$100.
  - t. Marshal Clinic of Effingham gave a cash donation of \$100.
  - u. Tod & Marge Lancaster of Effingham gave a cash donation of \$20.
  - v. 1st State Bank of Beecher City gave a cash donation of \$50.
  - w. Palestine C.U.S.D. #3 of Palestine gave a cash donation of \$50.
  - x. Russ & Brenda Braunecker of Effingham gave a cash donation of \$25.
  - y. Christopher & Suzanne Sehy of Effingham gave a cash donation of \$100.
  - z. Centenary United Methodist Church of Effingham gave a cash donation of \$50.
  - aa. Jeff & Kathy Clausius of Effingham gave a cash donation of \$50.
  - bb. Gary Cadwell of Mode gave a cash donation of \$50.
  - cc. St. Anthony's Memorial Hospital of Effingham gave a cash donation of \$200.
  - dd. Darlene Roberts of Effingham gave a cash donation of \$25.
  - ee. Marty & Vicki Williamson of Shumway gave a cash donation of \$35.
  - ff. Leroy & Angela Helmuth of Stewardson gave a cash donation of \$25.
  - gg. Jerome & Carolyn Bish of Sullivan gave a cash donation of \$100.
  - hh. Asbury Methodist Church of Mason gave a cash donation of \$100.
3. DDC Donations:
- a. Mattoon Fire Department provided \$25 per student for Christmas gifts. Total value: \$1,300.

- *Presentation of the Director's recommendation to accept resignations.*
  1. Michelle Strong – Level IV secretary, effective February 9, 2011. Ms. Strong has resigned to take a position within a local business.
- *Presentation of the Director's recommendation to approve the FOIA report.*

The following FOIA requests were made during January, 2011.

1. Michael Fleming – 1/23/11
  - a. Medicare disbursements from 08-09, 09-10, & 10-11.
  - b. Grievances for 08-09, 09-10, & 10-11.
  - c. Minutes from the Concerns Committee.
  - d. A copy of the EIASE policy manual.

These items were sent via email on 2/2/11. Mr. Fleming agreed to an extension to 2/2/11 to allow us to get the EIASE policy manual online.

2. Michael Fleming – 1/18/11
  - a. Contracts of the Executive Director, & Assistant Directors.
  - b. Minutes from the October, 2010, November, 2010 and December, 2010 EIASE Executive Board Meetings.
  - c. Current job descriptions of all employees.
  - d. Total number of employees & administration.
  - e. Current tuition to EIASE districts.

These items were sent via paper copy on 1/21/11.

It was moved by Lorraine Bailey (Edgar County), seconded by James Littleford (Coles County) that the Executive Board approve the Consent Agenda, as presented. Roll call vote: Jeff Fritchitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

#### **PRESENTATION OF THE DIRECTOR'S RECOMMENDATION REGARDING NONRENEWAL AND A REDUCTION IN FORCE DUE TO UNCERTAINTY OF FUNDING**

The Early Childhood At-risk Block Grant and the ORS grant are uncertain again this year. With the uncertainty of funding, your Director recommends reductions-in-force for the grant-funded portions of these programs. We are also looking at cutting positions because of reduced requests for services from our member districts and several positions were covered by ARRA grants that are expiring at the end of FY11. Furthermore, nine of our students that attend our Diagnostic & Developmental Center live in an area group home that is losing its state licensure and financial backing. At this time, it is uncertain

how many of those nine students will continue to live in this area and be able to attend our DDC program. If we lose these students we would need to reduce our staff in the DDC by one teacher and four aides. The necessary resolutions and other documents related to this action are being prepared, and will be available at the meeting for your review.

**Your Director recommends the nonrenewal of the following nontenure certificated personnel.**

1. Ashley Markley – ECSE Screener, ESCE
2. Kayla Boss - .5 Prevocational Coordinator (ARRA)
3. Kristen Rowley - .5 Prevocational Coordinator (ARRA)
4. Lori Woodruff - .5 Prevocational Coordinator (ARRA)
5. Lynn Huber – Teacher, FTLC
6. Vicki Rasmussen – Collaborative Teacher
7. Carol Birch - .6 Collaborative Teacher
8. Nancy McGugan - .5 Collaborative Teacher
9. Candace Nash - .5 Collaborative Teacher
10. Joan Ebinger - .5 Social Work

It was moved by Jeff Fritchtnitch (Effingham County), seconded by Joel Hackney (Moultrie County) that the Executive Board approve the recommendation regarding nonrenewal of the nontenure certificated personnel, as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

**Your Director recommends the reduction-in-force of the following tenured certificated personnel.**

1. Elizabeth Day – Teacher Coordinator, Project HELP
2. Melinda Edrington – Teacher, Project HELP
3. Leona McKitrick – Teacher, Project HELP
4. Sharon Porter – Student Data Coordinator, Project HELP
5. Anne Eadie – Teacher, Project HELP
6. Pam Ramage – Developmental Screener, ECSE
7. Jill Brown – Teacher, Project HELP
8. JoAnn Sheehan – Teacher, Project HELP
9. Laura Dunn – Teacher, Project HELP
10. Ginny Hubbart – Teacher, Project Help
11. Elizabeth Smothers - Teacher, Project Help
12. Ronda Lowell - Teacher, Project Help
13. Jennifer Mast - Teacher, Project Help
14. Amy Durdal - Teacher, Project Help

It was moved by Jean Chrostoski (Douglas County), seconded by Dee Scott (Clark County) that the Executive Board approve the recommendation regarding the reduction in force of the tenured certificated personnel, as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

**Your Director recommends the reduction-in-force of the following classified hourly employees.**

1. Robert Ginger – Job Coach, SVE
2. Suzanne Tomshack – Aide, Early Childhood
3. Gabrielle Morrow – Aide, Hearing Impaired
4. Tasha Shirley – Aide, DDC
5. Jessie Jackson – Aide, FTLC
6. Andrew Gaines – Aide, HTLC
7. Jeremy Henson – Aide, HTLC
8. Steven Steele – Aide, FTLC
9. Diane Halsey - .5 Aide, Hearing Impaired
10. Kelly Bingman – Aide, FTLC
11. Seth Humphrey – Aide, Leave of Absence
12. Jason Anderson – Aide, HTLC
13. Nicholas Orr – Aide, HTLC
14. Rebecca Ritchey – Aide, KTLC
15. Nancy Meyer – Aide, FTLC
16. Lisa Norman – Job Coacy, SVE
17. Jermaine High – Aide, HTLC
18. Michael Holt – Aide, HTLC
19. Missy Hampton – Aide, Early Childhood
20. Lori Eaton – Aide, DDC
21. Judith Hutton – Aide, DDC
22. Cindy Calhoun – Aide, KTLC
23. Angel Goble – Aide, Early Childhood
24. Michelle Smock – Aide, DDC
25. Rose Smith - .5 Level 1 Secretary
26. Debra Roberts - .5 Level 1 Secretary

It was moved by James Littleford (Coles County), seconded by Jeff Fritchtnitch (Effingham County) that the Executive Board approve the recommendation regarding the reduction in force of the classified hourly employees, as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

**Your Director recommends the reduction in employment status of the following hourly classified employees for the 2011-2012 school year.**

1. Mary Beth Chaney – .5 Level II Secretary to .5 Level I Secretary
2. Elaine Stuckey – Level II Secretary to .5 Level II Secretary & .5 Level I Secretary

It was moved by Jean Chrostoski (Douglas County), seconded by Lorraine Bailey (Edgar County) that the Executive Board approve the recommendation regarding the reduction in employment status of the hourly classified employees, as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

**PRESENTATION OF THE DIRECTOR’S RECOMMENDATION TO OPEN A NEW ELEMENTARY TREATMENT AND LEARNING CENTER CLASSROOM IN THE EFFINGHAM SCHOOL DISTRICT**

Fresh Start Treatment and Learning Center in Effingham currently consists of seven classrooms. Four of these classrooms are a “Separate Day School” placement and located in the East Side Building. The other three classrooms would be considered “Self-Contained” settings. One of the Self Contained classrooms is located in the Effingham Junior High and two are located in the Effingham High School.

There are currently six students on a waiting list to get into the Fresh Start program at East Side. Three of these students are Effingham students. However, the classrooms at Fresh Start are near capacity and cannot accommodate all of these students.

Effingham has offered a classroom space at Central Elementary School for us to open a new “Self-Contained” classroom. Six students from East Side would be placed in this new classroom (a less restrictive environment) making room for six more students in our more restrictive placement at East Side.

To accomplish this we would need to:

1. Hire an additional LBS1 to teach the class.
2. Transfer two Classroom Aides from their current positions in the TLC program to this new classroom.
3. Budget \$3,600 for instructional supplies and technology for the classroom.
4. Enter into a rental contract with Effingham Schools for the classroom space.  
(the classrooms at the Junior High and High Schools are currently rented for approximately \$5,000 per year)

By opening up these classrooms we are creating a continuum of services for students at the elementary school level that has previously only been available to students at the Junior High and High School Level.

It was moved by Jean Chrostoski (Douglas County), seconded by James Littleford (Coles County) that the Executive Board approve the recommendation to open a new elementary treatment and learning center classroom in the Effingham school district, as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

**PRESENTATION OF THE DIRECTOR'S RECOMMENDATION TO ENTER INTO AN INDEPENDENT CONTRACT WITH AN OCCUPATIONAL THERAPIST**

One of our Occupational Therapists to be going on maternity leave during the 2<sup>nd</sup> semester. In order to help cover her caseload while she is on leave, Mrs. Durham has arranged for independent OT services with Tory Wilson. The terms of the contract are similar to ones we have had in the past. It calls for us to pay her \$60.00 per hour for up to 16 hours per month. She will carry her own liability insurance.

It was moved by Joel Hackney (Moultrie County), seconded by Dee Scott (Clark County) that the Executive Board approve the recommendation to enter into an independent contract with an occupational therapist, as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

**PRESENTATION OF THE SECOND READING OF POLICY #4.6007 VICTIM'S ECONOMIC SECURITY & SAFETY ACT (VESSA)**

The Victim's Economic Security and Safety Act of Illinois requires employers to grant unpaid leaves annually of up to 12 work weeks for employees who are victims of domestic violence or sexual violence, or employees whose family members or household members are victims of domestic violence. Leaves may be unpaid, or at the employee's option, the employee may substitute earned and accrued paid leave for VESSA leave, instead of using unpaid leave.

It was moved by Jeff Fritchtnitch (Effingham County), seconded by Lorraine Bailey (Edgar County) that the Executive Board approve the second reading of policy #4.6007 Victim's Economic Security & Safety Act (VESSA), as presented. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

## **PRESENTATION OF THE CURRENT STATUS OF FUNDING FOR THE PROJECT HELP PROGRAM**

As of this date EIASE has not received any money from the FY11 Early Childhood block grant to fund our Project HELP classrooms. Currently the state owes EIASE approximately 1.5 million dollars for this project. Executive Director Tony Reeley stated that he is not asking for the Board to consider any action at this point. However, the Director stated that it was time to bring this matter to the attention of the Board. EIASE has sent out the first half of the bills to districts for Project HELP services.

### **MOVE TO EXECUTIVE SESSION**

It was moved by Lorraine Bailey (Edgar County), seconded by Jean Chrostoski (Douglas County) that the Executive Board adjourn to executive session for the purpose of reviewing past executive session minutes at 9:18 a.m. Roll call vote: Jeff Fritchtnitch (Effingham County) yea; Jean Chrostoski (Douglas County) yea; Dee Scott (Clark County) yea; Lorraine Bailey (Edgar County) yea; Joel Hackney (Moultrie County) yea; Sharon Keck (Shelby County) yea; James Littleford (Coles County) yea -- motion carried.

### **MOVE TO EXECUTIVE SESSION**

It was moved by Jean Chrostoski (Douglas County), seconded by Jeff Fritchtnitch (Effingham County) that the Executive Board continue to keep the list of Executive Session minutes closed. All voted aye – motion carried.

It was moved by Jeff Fritchtnitch (Effingham County), seconded by Lorraine Bailey (Edgar County) that the Executive Board come out of Executive Session at 9:50 a.m. All voted aye – motion carried.

### **MEETING RECONVENED AT 9:55 A.M.**

### **OTHER**

The Director asked for volunteers for a Need for Facilities committee. The following superintendents volunteered: Joel Hackney, James Littleford and Sharon Keck.

### **ADJOURNMENT**

It was moved by Joel Hackney (Moultrie County), seconded by Dee Scott (Clark County) that the Executive Board adjourn at 9:58 a.m. All voted aye – motion carried.

Submitted by:

Beverly Johnson  
Executive Assistant

Marilyn Shull  
Executive Assistant