1. Call to order:
The Advisory Board of Northwest Special Education Cooperative met in Regular Session at the ROE#8, Freeport, IL on Tuesday, September 12, 2017 at 12:07 p.m.

1.1. Roll Call:
A roll call vote was taken finding the following members present (P) or absent (A):

Member Dakota - A
Member Orangeville - P
Member East Dubuque - P
Member Galena - A
Member Lena-Winslow - P
Member Stockton - A arrived 12:11

Member Warren - P
Member River Ridge - A
Member West Carroll - P
Member Scales Mound - P
Chairperson Pearl City - P
Member Lena - Winslow - P
Member Stockton - A

1.2. Adoption of the Agenda:
Motion made by Member Orangeville and seconded by Member Lena-Winslow to adopt the agenda as presented.

Voice Vote – All Aye

1.3. Introduction of Guests:

2. Communications:

2.1. Administrative Team Reports:

Tracy’s Report

- NWSE Launch – PowerIEP and IEP Content – 22 participants plus 2 additional individual trainings outside of Launch; SMART Goals – 21 participants; Transition – 11 participants.

- CPI Training – Total CPI participants for the month of August was 259.

- CPR/AED – 7 NWSE staff participants.

- Co-Teaching and Inclusion – Tuesday, October 3rd at The Galena Territory Owner’s Club Social Hall A from 8:00 – 12:00, Catherine Whitcher will discuss programming and planning for students with special education needs in all school environments. The registration link was provided.

- SB100 and Restorative Practices with Jeremy Duffy and Caroline Roselli, Attorneys-At-Law: Thursday, November 2nd at St. Joseph Catholic Church-Striend Hall in Lena from 9:00 – 12:00 Jeremy Duffy and Caroine Roselli will cover the legislation parameter in association with Senate Bill 100. Registration link was provided.

- CPI-2 Refresher -Open Sessions for all member districts – October 16th at Highland Community College 8 a.m. – 11 a.m.

- Initial CPI-2 Open Sessions for all member districts – October 24th at NWSE, Elizabeth 8 a.m. – 4 p.m.
Bryan’s Report

- Student Activities – Academy students will begin their field experiences as part of our science curriculum on September 13th; the students will have their first fundraiser at Mallardfest on September 16th selling Culver’s custard; the first progress/merit incentive activity is tentatively scheduled for September 29th.

- Teacher Activities – The ALEKS math program will be utilized in conjunction with the current curriculum. The staff is adjusting well to the improved systems of behavior intervention.

- Academy Enrollment – Academy enrollment is currently at 17 students.

2.2: Director’s Report:

- NWSE Opening Day – This was held on Monday, August 14th.

- Shortage Letter Template Available – Families must be notified of services within an IEP that districts are unable to provide. A sample letter was sent out in the Monday Minute.

- Check 70/30 as the Year Starts – ISBE defines a general education setting as having no more than 30% students with IEP’s (with the exception of speech only). If you are unable to adjust the number of students in a classroom, please make sure you fill out a 70/30 waiver.

- More Names Needed for Yellowfolder? – Please let the director know if you need any additional names added to your Yellowfolder account. We will begin our paperless IEP’s on October 2nd.

- With the Start of School, Please Make Sure SIS Enrollment is Updated– To reduce the number of errors we currently have in IStar, please make sure you are uploading your SIS in a timely manner.

- Financial Updates – The TRS Federal Penalty has been reduced to 10.10%. Thank you to those districts who have paid their first quarter bills. Second quarter bills should be out soon.

2.3: Public Comments:

None.

3. Consent Agenda:

Motion made by Member East Dubuque and seconded by Member Scales Mound to approve the Consent Agenda items 3.1 through 3.2. Roll call vote.

Motion carried 8 to 0.

Member Dakota-A Member Orangeville-Y Member Warren-Y
Member East Dubuque-Y Member River Ridge-A Member West Carroll-Y
Member Galena-A Member Scales Mound-Y Chairperson Pearl City-Y
Member Lena-Winslow-Y Member Stockton-Y
3.1: September 2017 Items:
3.1.1: Approval of Advisory Board Meeting Open Session Minutes and Executive Session Minutes dated 8/9/17:
Approved the Advisory Board Meeting Minutes for Open and Executive Session dated 8/9/17.

3.1.2: Approval of Bills Payable Listing dated 8/31/17:
Approved the Bills Payable Listing dated 8/31/17.

3.1.3: Approval of Financial Reports dated 8/31/17:

3.1.5: Approval of the Northwest Academy Activity Fund Report dated 8/31/17:
Approved the Northwest Academy Activity Fund Report dated 8/31/17.

3.2: Approval of the Destruction of Executive Session Recordings and Documents Prior to March 1, 2015:
Approved the destruction of executive session recordings and documents prior to March 1, 2015.

4. Old Business:
Agenda Item 4.1: IMRF Resolution with Freeport Public School District:
After reviewing calculations with Freeport #145 using a method called, “simple time value of money” a figure of $844,959.97 was mutually agreed upon for transfer into NWSE’s IMRF account.

Motion made by Member Scales Mound and seconded by Member East Dubuque to accept the proposal of $844,959.97 to transfer to NWSE’s IMRF account. Roll call vote.

Motion carried 8 to 0.
Member Dakota-A Member Orangeville-Y Member Warren-Y
Member East Dubuque-Y Member River Ridge-A Member West Carroll-Y
Member Galena-A Member Scales Mound-Y Chairperson Pearl City-Y
Member Lena-Winslow-Y Member Stockton-Y

Agenda Item 4.2: Northwest Academy Handbook – Updates from Illinois Principals’ Association (IPA):
As part of the June 2017 board meeting, the 2017-2018 Northwest Academy Handbook was approved. We have since received additional updates for the Handbook from IPA. Amendments to the Handbook were reviewed.

Motion made by Member Warren and seconded by Member Lena-Winslow to waive the 1st reading and approve the changes to the Northwest Academy Handbook.

Voice Vote – All Aye
5. New Business:  
**Agenda Item 5.1: Resolution Regarding IMRF to Include Compensation Paid Under IRS Code Section 125 Plan:**

It’s been discovered that when NWSE first adopted the Resolution for a New Account with IMRF, we did not approve a Resolution to Include Compensation Paid Under IRS Code Section 125. IMRF has told us to back-date the Resolution to July 1, 2015 as that was our inception date.

Motion made by Member East Dubuque and seconded by Member Orangeville to approve IMRF Resolution to Include Compensation Paid Under IRS Code Section 125. Roll call vote.

Motion carried 8 to 0.

Member Dakota-A  
Member East Dubuque-Y  
Member Galena-A  
Member Lena-Winslow-Y  
Member Orangeville-Y  
Member River Ridge-A  
Member Scales Mound-Y  
Member Stockton-Y  
Member Warren-Y

6. Executive Session – Request for the purpose as authorized by Section 5 © (1) of the Open Meetings Act (5ILCS 120/2 © (1)):

Motion made by Member Lena-Winslow and seconded by Member Scales Mound to go into closed session at 12:41 p.m. Roll call vote.

Motion carried 8 to 0.

Member Dakota-A  
Member East Dubuque-Y  
Member Galena-A  
Member Lena-Winslow-Y  
Member Orangeville-Y  
Member River Ridge-A  
Member Scales Mound-Y  
Member Stockton-Y  
Member Warren-Y  
Chairperson Pearl City-Y

Motion made by Member East Dubuque and seconded by Member Warren to return to open session at 1:17 p.m. Roll call vote.

Motion carried 8 to 0.

Member Dakota-A  
Member East Dubuque-Y  
Member Galena-A  
Member Lena-Winslow-Y  
Member Orangeville-Y  
Member River Ridge-A  
Member Scales Mound-Y  
Member Stockton-Y  
Member Warren-Y  
Chairperson Pearl City-Y

7. Personnel:

**Agenda Item 7.1: Resignation of a Paraprofessional:**

Paraprofessional, Gwen Veltkamp, has offered her resignation.

Motion made by Member Orangeville and seconded by Member Warren to accept the resignation of Gwen Veltkamp.

Voice Vote – All Aye
**Agenda Item 7.2: Resignation of a Personnel Coordinator:**
Personnel Coordinator, Sheila Johnson has offered her resignation.

Motion made by Member Orangeville and seconded by Member Warren to accept the resignation of Sheila Johnson. Roll call vote.

Voice Vote – All Aye

**Agenda Item 7.3: Hire of a Paraprofessional:**
Mary Young has been offered the position of Paraprofessional, pending board approval.

Motion made by Member East Dubuque and seconded by Member Scales Mound to approve the hire of Mary Young as a Paraprofessional. Roll call vote.

Motion carried 8 to 0.
Member Dakota-A       Member Orangeville-Y       Member Warren-Y
Member East Dubuque-Y  Member River Ridge-A     Member West Carroll-Y
Member Galena-A        Member Scales Mound-Y     Chairperson Pearl City-Y
Member Lena-Winslow-Y  Member Stockton-Y

**Agenda Item 7.4: Hire of a Paraprofessional:**
Stephanie Tewell has been offered the position of Paraprofessional, pending board approval.

Motion made by Member Orangeville and seconded by Member Lena-Winslow to approve the hire of Stephanie Tewell as a Paraprofessional. Roll call vote.

Motion carried 8 to 0.
Member Dakota-A       Member Orangeville-Y       Member Warren-Y
Member East Dubuque-Y  Member River Ridge-A     Member West Carroll-Y
Member Galena-A        Member Scales Mound-Y     Chairperson Pearl City-Y
Member Lena-Winslow-Y  Member Stockton-Y

**Agenda Item 7.5: Hire of a Part-time Temporary Bookkeeper:**
Nancy Hannan has been offered the position of part-time temporary bookkeeper, pending board approval.

Motion made by Member Lena-Winslow and seconded by Member Scales Mound to approve the hire of Nancy Hannan as the part-time temporary bookkeeper. Roll call vote.

Motion carried 8 to 0.
Member Dakota-A       Member Orangeville-Y       Member Warren-Y
Member East Dubuque-Y  Member River Ridge-A     Member West Carroll-Y
Member Galena-A        Member Scales Mound-Y     Chairperson Pearl City-Y
Member Lena-Winslow-Y  Member Stockton-Y
Agenda Item 7.6: Wage Adjustment for FACTS Secretary:
With the additional duties and IStar challenges, it is the recommendation of the Personnel Committee to increase the pay of Terri Allendorf $.61 per hour taking her from $15.39 to $16.00.

Motion made by Member Scales Mound and seconded by Member Lena-Winslow to increase the hourly rate for Terri Allendorf $.61 per hour making her new hourly wage $16.00. Roll call vote.

Motion carried 8 to 0.
Member Dakota-A Member Orangeville-Y Member Warren-Y
Member East Dubuque-Y Member River Ridge-A Member West Carroll-Y
Member Galena-A Member Scales Mound-Y Chairperson Pearl City-Y
Member Lena-Winslow-Y Member Stockton-Y

Agenda Item 7.7: Salary and BCBA Incentive for Behavior Consultant:
A discussion regarding salary, incentives and tuition reimbursements for applicants applying for the vacant Behavior Consultant position.

Motion made by Member Lena-Winslow and seconded by Member Scales Mound to amend the policy for tuition reimbursement up to $200.00 per credit hour with a cap up to $1,800 yearly. Roll call vote.

Motion carried 8 to 0.
Member Dakota-A Member Orangeville-Y Member Warren-Y
Member East Dubuque-Y Member River Ridge-A Member West Carroll-Y
Member Galena-A Member Scales Mound-Y Chairperson Pearl City-Y
Member Lena-Winslow-Y Member Stockton-Y

8. Adjournment:
Motion made by Member East Dubuque and seconded by Member Warren.
Meeting adjourned at 1:25 p.m.

Voice Vote – All Aye