

NORTHWEST INDIANA SPECIAL EDUCATION COOPERATIVE
2150 W. 97th PLACE
CROWN POINT, IN. 46307
February 13, 2019

Executive Session: The Board of Managers met in executive session at 5:30 p.m. and discussed items related to IC 5-14-1.5-6.1.

1. Mr. Larry R. Biggs called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.
2. Mrs. Luanne Jurczak took Roll Call. The following members were recorded as present: Mr. Larry R. Biggs for Lake Station, Mr. Jonathan Evans for Lake Ridge, Mrs. Luanne Jurczak for Highland, Mrs. Michelle Martin for River Forest, Mr. Michael Rogers for Hobart and Mr. Gary Sutton for Griffith. No representation in attendance for Hanover, Merrillville and Tri-Creek.
3. Annually, the Board of Managers must take the Indiana Oath of Members. Mr. Rogers was appointed by Hobart's School Board to be on the NISEC's Board of Managers as the Hobart Representative after the January 9, 2019 Board Meeting. Mr. Rogers was asked to recite and sign the Oath. Mrs. Gilmore, NISEC notary, notarized the document and it will be kept in a file in the NISEC Office.

The Board of Managers welcomed Mr. Rogers as the newest member of the NISEC Board of Managers for Hobart.

4. Mr. Biggs asked for comments or questions on agenda items from the audience. There were none.
5. Mr. Biggs asked for any additions or deletions to the January 9, 2019 minutes. Mrs. Jurczak moved for Board approval of minutes as presented. The motion was seconded by Mr. Evans and passed unanimously.
6. Mrs. Krumwied recommended Board approval of the monthly financial reports dated January 31, 2019 as presented. Mr. Sutton moved for Board approval of the monthly financial report as presented. The motion was seconded by Mr. Evans and passed unanimously.
7. Mrs. Krumwied recommended Board approval of the outstanding checks to be voided report as of January 31, 2019. Mr. Evans moved for Board approval of outstanding checks to be voided report as presented. The motion was seconded by Mrs. Martin and passed unanimously.
8. Mrs. Krumwied presented a resolution which was developed for the Board to allow the transfer of funds from the Education Fund to the Operations Fund. She explained that

this is required monthly and a new resolution will be created for every board meeting. Mrs. Krumwied requested Board approval of Resolution #18-08 To Transfer Amounts from the Education Fund to the Operations Fund as presented. Mr. Sutton moved for Board approval of Resolution #18-08. The motion was seconded by Mr. Evans and passed unanimously.

9. Mrs. Winkoff recommended Board approval of the Alternative and Residential Contracts for Merrillville Community School Corporation and Griffith Public Schools. Mr. Evans moved for Board approval of the Alternative and Residential Contracts as presented. Motion was seconded by Mrs. Jurczak and passed unanimously.
10. Mrs. Winkoff requested approval of the following NEOLA Bylaws and Policies for a second and final reading:

Revised Policies:

1422 | 1662 | 2260 | 3120.04 | 3122 | 3131 | 3362 | 4122 | 4362 | 5517 | 5630.01 |
7510 | 7530.02 | 8315

New Policy:

5840

Mr. Sutton moved for approval of the second and final reading of the NEOLA Bylaws and Policies. The motion was seconded by Mrs. Jurczak and was passed unanimously.

11. Mrs. Winkoff recommended Board approval of the fundraiser for Eagle Park Community School. The fundraiser is the Health and Wellness Walk-A-Thon and will take place on May 10, 2019. Mrs. Jurczak moved for Board approval of the fundraiser as presented. Motion was seconded by Mr. Evans and passed unanimously.

12. **Director's Report:**

- ✓ Mrs. Winkoff informed the Board of Managers that all of the NISEC certified teachers who were with NISEC last year and have continued employment this year will sign their contracts on February 12 and 13, 2019. Newly hired staff has already signed their contracts as they were hired.
- ✓ Mrs. Winkoff shared that she has received copies of the Board meeting minutes from all the member corporations approving the new NISEC Cooperative Agreement, effective July 1, 2019. These documents in addition to the signed Agreement have been sent to the attorney assisting NISEC with this process. She shared that there is an additional document that needs to be signed by the President and Secretary from each of the district's Board. They will be sent to the Superintendent's next week.
- ✓ Mrs. Winkoff stated that the auditors requested proof that the Board Members were trained on Internal Controls. Mrs. Krumwied will secure the certificates from the corporation's central office, as they would be the entity that ensured each Board Member was trained.
- ✓ Mrs. Winkoff shared that the SAC has agreed to support NISEC hiring, with Board Approval, a Reading Specialist trained in Dyslexia that will be titled the NISEC

Curriculum Specialist. The job description outlines this person's roles and responsibilities to assist the corporations in meeting the mandates of the new Dyslexia legal mandate. The further role of this person will be to research and locate specially designed instruction for use with students with special needs.

- ✓ Mrs. Winkoff reported on NISEC's effort to provide additional support to our staff working in our classrooms with students having intensive behavioral needs. To that end, she stated that she has hired a person who is sitting for her BCBA exam this month to replace a Behavioral Consultant who resigned this year. She will function as a Behavioral Consultant with NISEC from now until the end of the school year. We will then be asking the Board to approve another new job description, that of a BCBA (Board Certified Behavioral Analyst). If approved, a BCBA would be able to supervise RBT's (Regional Behavioral Technicians). These RBTs are highly trained, skilled technicians who can assist in our intense classrooms by implementing behavior plans on an individual student basis, while modeling to other classroom staff. Additionally, Mrs. Winkoff shared a pilot program will be put into place at Eagle Park School next fall for training specific para professionals. This pilot will allow selected para applicants to go through a training program at Eagle Park, in the c located there, for three months. Successful completion of the program will result in a certificate. That certificate will equate to a differentiated pay structure than those paras without that certificate. These paras will then be placed in specific positions in the districts.

13. **Personnel:**

Mrs. Winkoff recommended approval to the following personnel actions:

A. Retirement

None at this time.

B. Resignations

Classified

Elisa Deleon-Ramirez, Paraprofessional at Wadsworth Elementary, effective February 6, 2019.

Tasha Hunter, Paraprofessional at Wood Elementary, effective February 1, 2019.

Andrew Jones, Paraprofessional at Merrillville High School, effective January 31, 2019.

Andrew Kinley, Paraprofessional at Johnston Elementary, effective January 18, 2019.

Kathleen Layer, Paraprofessional at Jane Ball Elementary, effective January 25, 2019.

Andrea Manchek, Paraprofessional at Hamilton Elementary, effective February 22, 2019.

Andrea Morgan, Paraprofessional at Lake Prairie Elementary, effective January 31, 2019.

Ricca Perez, Paraprofessional split between Joan Martin Elementary and Liberty Elementary, effective January 10, 2019.

Nikki Romanowicz-Novak, Paraprofessional at Eagle Park Community School, effective February 7, 2019.

Amy Taylor, Paraprofessional at River Forest High School, effective March 1, 2019.

Sharon Walker, Paraprofessional at Longfellow Elementary, effective February 4, 2019.

C. Terminations

None at this time.

D. Appointments

Classified

Mellisa Baker, Paraprofessional split between Joan Martin Elementary and Liberty Elementary, effective January 22, 2019.

Dana Jackson, Paraprofessional at Wood Elementary, effective January 15, 2019.

Pamela Kinley, Paraprofessional at Johnston Elementary, effective January 22, 2019.

Sherry Kwiatkowski, Paraprofessional at Salk Elementary, effective January 23, 2019.

Kathleen Layer, Paraprofessional at Jane Ball Elementary, effective January 21, 2019.

Registered

Elizabeth Houchin, Behavioral Consultant, effective February 11, 2019.

Linda Pancheri, Long Term Substitute for Eagle Park Community School Nurse, effective February 7, 2019 – May 3, 2019.

E. Independent Contracts

None at this time.

F. Leave of Absence

Jeanine Gonzalez, on intermittent medical leave pursuant to the memo from Mrs. Kathy Cain, dated February 7, 2019.

G. Conference Leave

Kathy, Cain, HR Law 2019, March 6, 2019, Merrillville, IN.

Debra Fazekas, Executive Functioning Strategies, February 1, 2019, Tinley Park, IL.

Melissa Dickman, Dyslexia, Dyscalculia and Dysgraphia, March 20, 2019, Tinley Park, IL.

Marsha Horn, IASP – Neuropsych Evals, March 8, 2019, Fishers, IN.

Lisa Lesniak, Dyslexia, Dyscalculia and Dysgraphia, March 20, 2019, Tinley Park, IL.

Michelle McGill-Vargas, Listening and Spoken Language Conference, February 21, 2019, Indianapolis, IN.

Mr. Evans moved for Board approval of the Personnel Report as presented. Motion was seconded by Mrs. Martin and passed unanimously.

14. Mr. Biggs asked for comments or questions from the Board.

Mrs. Jurczak shared information regarding the cluster sites between Highland and Lake Ridge and the reactions Highland has been receiving from some parents. A brief discussion ensued.

Mrs. Winkoff shared that the Lake Ridge Administrators have offered to have an open house for Highland parents to come and see the schools.

15. Mr. Biggs asked for comments or questions from the Audience.

Miss Trish Foley shared that she and Mrs. Winkoff went to the first Porter County Trust Meeting and it was very positive. Miss. Foley said "I believe it was a good move for NISEC to join the Porter County Trust." Anthem representatives were present at the meeting as well as the wellness clinic director. At this meeting they discussed and voted on adding a staff member and an extra day to the Merrillville Wellness Clinic.

Miss Foley shared that the teacher rally that was scheduled for President's Day has been cancelled. They are planning on rescheduling the rally for Saturday, March 9, 2019 but it is not confirmed.

16. Mr. Evans moved to adjourn the meeting. The motion was seconded by Mrs. Jurczak and passed unanimously.