

**NORTHWEST INDIANA SPECIAL EDUCATION COOPERATIVE**  
**2150 WEST 97<sup>TH</sup> PLACE**  
**CROWN POINT, IN 46307**  
**January 11, 2017**

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 (b) (2) (B), (6) and (9).

**REORGANIZATION**

1. Mr. Larry R. Biggs called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.
2. Mrs. Jurczak took roll call. The following members were recorded as present: Mr. Larry R. Biggs, Mr. Thomas Bainbridge, Mr. Dave Bigler, Ms. Lisa Megquier, Mrs. Michelle Martin, Mr. Jonathan Evans and Mrs. Luanne Jurczak. There was no representation for Hanover and Tri-Creek.
3. Annually, the Board of Managers must take the Indiana Oath of Members. The Board members who were present recited the Oath and Mrs. Debra Jurasevich, NISEC Notary, verified each Member's signature and notarized the documents. The members who were not present will take the Oath at the Board of Managers meeting on February 8, 2017.
4. The Board of Managers considered the election of President, Vice-President, Secretary and Treasurer. Mrs. Winkoff asked for nominations for President of NISEC Board of Managers for 2017. Mr. Bainbridge motioned to nominate Mr. Larry R. Biggs for President. The motion was seconded by Mr. Evans and passed unanimously. Mr. Bainbridge motioned to close the nominations. Motion was seconded by Mr. Evans and passed unanimously. Mrs. Winkoff then turned the meeting over to Mr. Biggs. Mr. Biggs presented a slate of officers to the Board which included Mr. Thomas Bainbridge for Vice President, Mrs. Luanne Jurczak for Secretary and Mrs. Mary Naglich, Business Manager for NISEC, for Treasurer. Mr. Evans presented the slate for nomination and to close the nominations. The motion was seconded by Mrs. Martin and passed unanimously. Mr. Biggs proceeded with the meeting of the Board of Finance.

**BOARD OF FINANCE**

1. Mr. Biggs opened the Board of Finance meeting for the purpose of electing officers for the current year. Mrs. Winkoff recommended the Board approve the entire Board of Managers as officers for the Board of Finance and NISEC Business Manager, Mrs. Mary Naglich, as Treasurer and Mrs. Kathy Cain, NISEC Assistant Director, as Deputy Treasurer. Mr. Bainbridge moved for approval of the Board of Finance and Officers with NISEC Business Manager, Mrs. Mary Naglich, as Treasurer and Mrs. Kathy Cain, NISEC Assistant Director, as Deputy Treasurer, as presented. Motion was seconded by Mrs. Jurczak and passed unanimously.

2. Mrs. Naglich presented the Report on Investments for 2016.
3. Mr. Bainbridge moved to adjourn the Board of Finance meeting. Motion was seconded by Mrs. Jurczak and passed unanimously.

### **General Meeting**

1. Mr. Biggs opened the General Meeting of Board of Managers.
2. Mr. Biggs asked for comments or questions on agenda items from the audience. There were none.
3. Mr. Biggs asked for any additions or deletions to the December 14, 2016 minutes. Mr. Bainbridge moved for approval of minutes as presented. Motion was seconded by Mr. Evans. Mr. Biggs and Ms. Megquier abstained. The motion passed with five "Ayes" and two abstentions.
4. Mrs. Naglich, recommended approval of the Monthly Financial Reports for December 31, 2016 as presented. Mrs. Jurczak moved for approval of the financial reports as presented. Motion was seconded by Mr. Bainbridge and passed unanimously.
5. Mrs. Winkoff presented the Staff Needs for 2016-2017. Mrs. Winkoff requested the Board approve one full-time paraprofessional for Liberty Elementary and one full-time Paraprofessional for Johnston Elementary. Mr. Bainbridge moved for approval of the Staff Needs as presented. Motion was seconded by Mr. Evans and passed unanimously.
6. Mrs. Naglich presented information regarding tentative funding as a result of the December 1 Count. A brief discussion followed.
7. Mrs. Winkoff asked for approval of one Alternative and Residential Contract for Tri-Creek. Mrs. Jurczak moved for approval of the Alternative and Residential Contract as presented. Motion was seconded by Mr. Evans and passed unanimously.
8. Mrs. Winkoff shared information regarding the Performance Grant Award Allocation. Mrs. Winkoff shared the Performance Grant Award along with the retroactive raise for Highly Effective and Effective certified staff had been awarded on January 6, 2017. Mrs. Winkoff commended Mrs. Doris Handley and Mrs. Mary Naglich for their diligence in expediting this process. Mrs. Winkoff also thanked Mrs. Cain and Mrs. Jurasevich for their contributions to this effort.

9. Mrs. Cain shared the NISEC Evaluation Summary Report for the 2015-2016 School Year. Mrs. Cain noted that 174 out of 178 certified staff were evaluated as Highly Effective and Effective. This is 98% of our certified staff. Mrs. Cain said she and the NISEC Administration will strive to continue to seek out the best staff to service students. The Board was quite impressed with this report and commended Mrs. Winkoff and her staff for working to find the best staff to service NISEC students.

#### 10. Director's Report

- ✓ Mrs. Winkoff shared information on the BLAST fundraiser. The class sold wreaths and repurposed bottles. The proceeds will fund projects and outings for the BLAST students.
  - ✓ Mrs. Winkoff informed the Board on the status of the NISEC current certified staff. Ms. Kristy Eley, District Director for Highland, was fortunate to find a licensed teacher who was moving to the Northwest Indiana area and was interested in working with NISEC. Mrs. Winkoff said this teacher is working out very well. There is an opening for a Teacher of Students with Emotional Disabilities at Wood and we are working to find someone well-suited to that position.
  - ✓ Mrs. Winkoff updated the Board on the transition back to the Districts hiring all substitutes. The contract with NISEC and PESG will end on February 1, 2017. Mrs. Winkoff realizes it will take time to get this process back on track and NISEC will do all it can to assist in the transition.
  - ✓ Mrs. Winkoff presented a card for the Board to sign to thank Mrs. Eva Kostides and friends from the SS Constantine and Helen Greek Orthodox Church for their generosity to the Eagle Park Community School students during the holiday season.
  - ✓ Mrs. Winkoff wished all present a Happy New Year and thanked the Board of Managers for their continued support.
11. The Director received a letter of resignation dated January 4, 2017 from Mrs. Dian Simpson in the morning on January 6, 2017. In the late afternoon on January 6, 2017, the Director received a letter from Mrs. Simpson's counsel, requesting the Director hold the letter of resignation until Monday, January 9, 2017. On January 9, 2017, the Director received a letter from Mrs. Simpson's counsel, requesting the Director rescind the letter of resignation. Mrs. Winkoff requested the Board deny the request to rescind the resignation. Mr. Bainbridge moved to deny the request to rescind the resignation. Motion was seconded by Mr. Bigler and passed unanimously.

12. Personnel:

Mrs. Winkoff will recommend the following personnel actions:

a. Resignations:

Certified

**Kyla Jagiela**, Teacher of Students with Emotional Disabilities at Wood Elementary, effective December 21, 2016

**Dian Simpson**, Intense Interventions Teacher at Salk Elementary, effective January 9, 2017

Classified

**Shirley Collins**, Paraprofessional for River Forest Jr/Sr High, effective January 13, 2017

**Amanda Huskisson**, Paraprofessional for Evans Elementary, effective December 15, 2017

**Melissa Ross**, Paraprofessional for Beiriger Elementary, effective January 6, 2017

b. Retirement:

Classified

**Debra Jurasevich**, Executive Secretary for NISEC, effective July 31, 2017

c. Terminations:

There are none at this time.

d. Appointments:

Classified

**Kaytlyn Anderson-Uylaki**, Paraprofessional for Lowell High School, effective January 3, 2017

**Karen Hott**, Paraprofessional for Meister Elementary, effective December 20, 2016

**Danielle Zandstra**, Paraprofessional for Southridge Elementary, effective January 9, 2017

e. Leave of Absence:

**Brooke Brumm** on leave pursuant to the terms of the Family and Medical Leave Act

f. Conference Leave:

**Jill Bruhn**, ICASE, Indianapolis, Indiana, February 2, 2017

**Kathy Cain**, ICASE, Indianapolis, Indiana, February 2, 2017

**Kristy Elsey**, ICASE, Indianapolis, Indiana, February 2, 2017

**Marsha Horn**, ICASE, Indianapolis, Indiana, February 2, 2017 and Focus on Inclusion, Indianapolis, Indiana, February 21-22, 2017

**Mary Naglich**, IASBO Region 1 Meeting, LaPorte, Indiana, February 9, 2017

**Mary Rickson**, Hammond Schools Interpreting Training, Hammond, Indiana, January 13, 2017

Mr. Bainbridge moved for approval of the Personnel Report as presented. The motion was seconded by Mrs. Jurczak and passed unanimously.

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

Mr. Biggs, along with the rest of the Board, said they were sorry that Mrs. Jurasevich was retiring and that she would be missed. Mrs. Jurasevich was most grateful and touched by the kind words. Mr. Biggs also thanked Mrs. Winkoff for her help with a recent difficult issue. Mr. Bainbridge commented on the low number of certified staff with an evaluation of "Needs Improvement" and their commitment to become better in their respective fields.

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

Ms. Trish Foley, President of the Northwest Co-op Teachers Union, thanked Mrs. Winkoff and in particular, Mrs. Doris Handley, NISEC's Payroll Assistant and Mrs. Mary Naglich, NISEC's Business Manager, for their tireless efforts to get the raises and Performance Grant Award to certified staff by the January 6, 2017 payroll.

15. Mr. Bainbridge motioned to adjourn the meeting. The motion was seconded by Mr. Evans and passed unanimously. The next Board of Managers meeting will be held on February 8, 2017.