

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

**September 12, 2018**

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 Biggs called the meeting to order at 6:00 p.m.
2. The Pledge of Allegiance was recited.
3. Mrs. Luanne Jurczak took roll call. The following members were recorded as present: Mr. Thomas Bainbridge for Merrillville, Mr. Larry Biggs for Lake Station, Mr. Dave Bigler for Hobart, Mrs. Michelle Dumbsky for Tri-Creek, Mrs. Luanne Jurczak for Highland, Mrs. Michelle Martin for River Forest and Mr. Gary Sutton for Griffith. There was no representation for Hanover or Lake Ridge.
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 August 8, 2018 minutes. Mrs. Jurczak moved for approval of the minutes as presented. The motion was seconded by Mr. Bainbridge and was passed unanimously.
6. Mrs. Krumwied requested approval of the Monthly Financial Reports for August 31, 2018. Mr. Bainbridge moved for approval of the financial reports as presented. The motion was seconded by Mrs. Martin and was passed unanimously.
7. Mrs. Krumwied requested approval of the School Technology Fund 3720. This is a zero budget Fund as NISEC does not receive any technology funds directly from the Department of Education. However, they do require that we annually develop a budget. Mrs. Dumbsky moved for approval of the School Technology Fund 3720 as presented. The motion was seconded by Mr. Sutton and was passed unanimously.
8. Mrs. Winkoff requested approval of the "Trout in the Classroom" Program Agreement. Mr. Mark Sirovica, Teacher at Eagle Park Community School, explained the program to the members of the Board. His students would like to work with the Lake County Solid Waste Management District. The students will drop between five hundred and one thousand trout eggs into the tank. They hope to get a number of one hundred fish from those eggs. The students will be monitoring the quality of the tank water and the health of the fish. Once the trout reach a size in which they can be released, the trout will be released into Lake Michigan. Mrs. Jurczak moved for approval of the "Trout in the Classroom" Program Agreement as presented. The motion was seconded by Mrs. Martin and was passed unanimously.
9. Mrs. Winkoff requested approval for one paraprofessional at Lincoln Elementary and two transfers in the Merrillville district. Mr. Bainbridge moved for approval of the staff needs as presented. The motion was seconded by Mr. Bigler and was passed unanimously.
10. Mrs. Winkoff requested approval of three Alternative and Residential Contracts. Mr. Bainbridge moved for approval of the three alternative and residential contracts as presented. The motion was seconded by Mrs. Dumbsky and was passed unanimously.
11. Mrs. Winkoff requested approval of the Amended NISEC Cooperative Agreement. Mrs. Dumbsky moved for the approval of the Amended NISEC Cooperative Agreement as presented. The motion was seconded by Mrs. Jurczak and was passed unanimously.
12. Mrs. Winkoff requested approval of the revised Eagle Park Community School Handbook for the 2018-2019 school year. Mrs. Winkoff shared that there were a few minor changes made to the handbook. Mr. Sutton moved for approval of the revised Eagle Park Community School Handbook as presented. The motion was seconded by Mr. Bainbridge and passed unanimously.

### 13. Director's Report

- ❖ Mrs. Winkoff shared that the NISEC Mini-Grant applications were available for all NISEC Certified and Registered staff this school year.
- ❖ Mrs. Winkoff shared information about the mandatory New Administrator Training that was held on August 23, 2018.
- ❖ Mrs. Winkoff shared appreciation for all the Board Members and Superintendents who were able to attend the NISEC Kick-Off with their NISEC Polos.
- ❖ Mrs. Winkoff shared that Mrs. Cain has arranged to have trainings that will be held monthly for newly hired paraprofessionals, in addition to the Safe Schools videos that all staff must watch.
- ❖ Mrs. Dumbsky asked if it would be possible to look into a mentoring program for new paraprofessionals. We have a mentoring program in place for new teachers and it might be helpful to have the same for paraprofessionals. Mrs. Winkoff said we will take this into consideration.
- ❖ Mrs. Cain shared that we are currently interviewing for paraprofessional positions. Mr. Sutton asked "How does NISEC handle internal transfers during the school year?" Mrs. Cain responded by saying "internal transfers during the school year are typically not granted unless circumstances arise leading to a transfer". Further discussion ensued.

### 14. Personnel

Mrs. Winkoff recommended approval to the following personnel actions:

#### **A. Retirement**

##### Classified

*Cheryl Lenzo*, Paraprofessional at Lowell Middle School, effective August 17, 2018.

#### **B. Resignations**

##### Certified

*Paul Benninghoff*, Teacher of Autism at Eagle Park Community School, effective September 10, 2018.

*Beverly Donovan*, Full-Time Speech and Language Pathologist, effective August 17, 2018.

*Sarah Gunkel*, Teacher of Mild Interventions at Hanover Middle School, effective August 10, 2018.

*Patrice Smetana*, Speech and Language Pathologist at Highland Schools, effective August 24, 2018.

##### Classified

*Penny Baird*, Paraprofessional at Southridge Elementary, effective August 17, 2018.

*Denise Blumenthal*, Paraprofessional at Hobart Middle School, effective August 9, 2018.

*Samantha Bornt*, Paraprofessional at Eagle Park Community School, effective August 31, 2018.

*Michelle Brookshire*, Paraprofessional at Wood Elementary, effective August 13, 2018.

*Julian Camp*, Paraprofessional at Griffith Middle School, effective August 17, 2018.

*April Dallas*, Paraprofessional at River Forest Middle School, effective August 21, 2018.

*Matthew Freville*, Paraprofessional at Hanover Central High School, effective August 7, 2018.

*Brittany Garza*, Paraprofessional at Evans Elementary, effective August 17, 2018.

*Thomas George*, Paraprofessional at Lowell Middle School, effective August 16, 2018.

*Carmen Molina*, Paraprofessional at Merrillville Intermediate School, effective August 17, 2018.

*Angelina Muniz*, Paraprofessional at Eagle Park Community School, effective August 9, 2018.

*Christine Sikora*, Paraprofessional at Southridge Elementary, effective August 8, 2018.

*Stephanie Smith*, Paraprofessional at Lowell High School, effective August 31, 2018.

*Maria Tadeo Escoto*, Paraprofessional at Hobart High School, effective August 8, 2018.

*Veronica Venegas*, Paraprofessional at Salk Elementary, effective August 8, 2018.

##### Registered

*Rachel Koehler*, Virtual Speech E-Helper, effective September 24, 2018.

*Tajana Sutton*, Virtual Speech E-Helper, effective August 22, 2018.

#### **C. Terminations**

##### Classified

*Alexea Collins*, Paraprofessional at Griffith High School, effective August 10, 2018.

#### **D. Appointments**

##### Certified

*Beverly Donovan*, Part-Time Speech and Language Pathologist, effective August 17, 2018.

*Linda Mendoza*, Teacher of Mild Interventions at Longfellow Elementary, effective August 14, 2018.

##### Classified

*Linda Alimri*, Paraprofessional at Southridge Elementary, effective September 5, 2018.

*Katharine Arvia*, Paraprofessional at Hanover High School, effective September 4, 2018.

*Susan Blickenstaff*, Paraprofessional at Griffith Middle School, effective September 4, 2018.

*Dina Castillo*, Paraprofessional at Griffith High School, effective August 14, 2018.

*Melissa Churley*, Paraprofessional at Evans Elementary, effective September 17, 2018.

*Chris Frechette*, Paraprofessional at Griffith Middle School, effective August 14, 2018.  
*Thomas George*, Paraprofessional at Lowell Middle School, effective August 15, 2018.  
*Medina Griffin*, Paraprofessional at Merrillville High School, effective September 10, 2018.  
*Jill Hughes*, Paraprofessional at Lowell High School, effective September 4, 2018.  
*Mathew Johnson*, Paraprofessional at Edison Jr./Sr. High School, effective August 20, 2018.  
*Tracy Layton*, Paraprofessional at Hamilton Elementary, effective September 5, 2018.  
*Judy Lozanovski*, Paraprofessional at Merrillville Intermediate School, effective August 15, 2018.  
*Lori Maleckar*, Paraprofessional at Lincoln Elementary, effective August 15, 2018.  
*Nujoud Mansour*, Paraprofessional at Beiriger Elementary, effective August 14, 2018.  
*Lisa Markve*, Paraprofessional at Lowell Middle School, effective September 17, 2018.  
*Ariona Messler*, Paraprofessional at Wood Elementary, effective September 4, 2018.  
*Cathryn Murchek*, Paraprofessional at Eagle Park Community School, effective September 7, 2018.  
*Amy Murphy*, Paraprofessional at Salk Elementary, effective August 16, 2018.  
*Nicole Parker*, Paraprofessional at Merrillville Intermediate School, effective September 4, 2018.  
*Shelley Sopkowski*, Paraprofessional at Merkley Elementary, effective August 27, 2018.  
*Amy Taylor*, Paraprofessional at River Forest High School, effective August 27, 2018.  
*Susan Thomas*, Paraprofessional at Wadsworth Elementary, effective August 14, 2018.  
*Shawna Tibbs*, Paraprofessional at Hobart High School, effective August 16, 2018.  
*Garry Trawick*, Paraprofessional at Hamilton Elementary, effective August 20, 2018.  
*Evelyn Wilson*, Paraprofessional at Hosford Park Elementary, effective August 15, 2018.  
*Kimberly Woodfaulk*, Paraprofessional at Salk Elementary, effective August 16, 2018.

#### Registered

*Carol Angarola*, Virtual Speech E-Helper, effective September 4, 2018.  
*Dara Hale*, Speech and Language Pathologist Assistant, effective August 20, 2018.  
*Mallori Heflin*, Speech and Language Pathologist Assistant, effective August 20, 2018.  
*Rachel Koehler*, Virtual Speech E-Helper, effective August 31, 2018.

#### **E. Independent Contracts**

None at this time.

#### **F. Leave of Absence**

##### Certified

*Sara Susko*, on maternity leave pursuant to the memo from Mrs. Kathy Cain, dated September 4, 2018.  
*Molly Waldier*, on maternity leave pursuant to the memo from Mrs. Kathy Cain, dated August 21, 2018.

##### Classified

*Chris Frechette*, Paraprofessional at Griffith Middle School, leave of absence pursuant to letter from Jane Winkoff effective September 10, 2018.  
*Lynn Wescott*, on family medical leave pursuant to the terms of the Family and Medical Leave Act.

##### Registered

*Jillian Polman*, on maternity leave pursuant to the memo from Mrs. Kathy Cain, dated September 5, 2018

#### **G. Conference Leave**

*Lori Brown-Runyon*, Collaborative Transition Planning: From Process to Practice, Hammond, Indiana, September 12, 2018.  
*Kristine Besch*, Lewis and Kappes: Education Law Workshop, Merrillville, Indiana, September 7, 2018.  
*Jill Bruhn*, Lewis and Kappes: Education Law Workshop, Merrillville, Indiana, September 7, 2018.  
*Jill Bruhn*, Fall 2018 ICASE, Indianapolis, Indiana, October 3-5, 2018.  
*Kathy Cain*, Lewis and Kappes: Education Law Workshop, Merrillville, Indiana, September 7, 2018.  
*Kathy Cain*, Fall 2018 ICASE, Indianapolis, Indiana, October 3-5, 2018.  
*Jean Carlson*, Understanding and Treating Generalized Anxiety and Related Disorders, Merrillville, Indiana, September 17, 2018.  
*Susan Carey*, Understanding and Treating Generalized Anxiety and Related Disorders, Merrillville, Indiana, September 17, 2018.  
*Christine Clarke*, Wilson Language Training, Oakbrook, Illinois, September 12-14, 2018.  
*Christine Clarke*, Wilson Language Training, Oakbrook, Illinois, October 3-5, 2018. Dates amended.  
*Melissa Dickman*, 2018 South Bend Education Conference, Merrillville, Indiana, September 25, 2018.  
*Candi Dines-Cress*, Lewis and Kappes: Education Law Workshop, Merrillville, Indiana, September 7, 2018.  
*Debra Fazekas*, Wilson Language Training, Oakbrook, Illinois, October 3-5, 2018.  
*Jennifer Frigo*, Understanding and Treating Generalized Anxiety and Related Disorders, Merrillville, Indiana, September 17, 2018.  
*Marsha Horn*, Lewis and Kappes: Education Law Workshop, Merrillville, Indiana, September 7, 2018.  
*Marsha Horn*, Fall 2018 ICASE, Indianapolis, Indiana, October 3-5, 2018.  
*Brandy Hutcheson*, 2018 South Bend Education Conference, Merrillville, Indiana, September 25, 2018.  
*Chris Johnston*, 2018 South Bend Education Conference, Merrillville, Indiana, September 25, 2018.  
*Michael Kepchar*, School Safety Specialist Academy Advanced Training Fall 2018, Indianapolis, Indiana, September 10-11, 2018.  
*Lisa Lesniak*, 2018 South Bend Education Conference, Merrillville, Indiana, September 25, 2018.

*Katherine Lomberger*, Selected Hot Topics in Special Education Law Affecting the Practice of School Psychology—Advanced Workshop, Gary, Indiana, September 28, 2018.

*Margaret Pachowicz*, 2018 South Bend Education Conference, Merrillville, Indiana, September 25, 2018.

*Sheila Parker*, Understanding and Treating Generalized Anxiety and Related Disorders, Merrillville, Indiana, September 17, 2018.

*Evelyn Sebastian*, 2018 South Bend Education Conference, Merrillville, Indiana, September 25, 2018.

*Jane Winkoff*, State Board of Education, Indianapolis, Indiana, September 5, 2018.

*Jane Winkoff*, Lewis and Kappes: Education Law Workshop, Merrillville, Indiana, September 7, 2018.

**A. Independent Contracts**

None at this time.

**B. Other**

None at this time.

Mr. Bainbridge moved for approval of the personnel report as presented. The motion was seconded by Mr. Sutton and passed unanimously.

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

Mrs. Jurczak thanked NISEC for their hard work.

Mr. Biggs apologized for not being able to make the NISEC Staff Kick-Off meeting.

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

There were none.

14. Mrs. Jurczak motioned to adjourn the meeting. The motion was seconded by Mr. Bainbridge and was passed unanimously. The next Board of Managers meeting will be held on October 10, 2018.