

**NORTHWEST INDIANA SPECIAL EDUCATION COOPERATIVE**  
**2150 W. 97<sup>th</sup> PLACE**  
**CROWN POINT, IN. 46307**  
**September 13, 2023**

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. The Pledge of Allegiance was recited.
2. Mrs. Judy Dunlap took Roll Call. The following members were recorded as present: Mr. Larry Biggs for Lake Station, Ms. Sylvia Pedroza for River Forest, Mr. Frank Porras for Hobart, Mrs. Judy Dunlap for Merrillville, Dr. Nathan Kleefisch for Tri-Creek, Mrs. Louise Neese for Lake Ridge and Mrs. Erica Smith-Gomez for Highland. There was no representation from Hanover.
3. Mr. Biggs asked for comments or questions on agenda items from the audience. There were none.
4. Mr. Biggs asked for any additions or deletions to the August 9, 2023 minutes. Mr. Porras moved for Board approval of the minutes, as presented. The motion was seconded by Dr. Kleefisch and passed unanimously.
5. Mrs. Horn requested Board approval of Resolution #23-10 To Change Treasurer/Signatory from Ms. Lisa Rosinko to Ms. Peyton Gilmore. Dr. Kleefisch moved for Board approval of Resolution #23-10, as presented. The motion was seconded by Mrs. Dunlap and passed unanimously.
6. Ms. Gilmore recommended Board approval of the monthly financial reports dated August 31, 2023, as presented. Mrs. Smith-Gomez moved for Board approval of the monthly financial report. The motion was seconded by Mrs. Dunlap and passed unanimously.
7. Ms. Gilmore requested Board approval of Resolution #23-11 To Transfer Amounts from the Education Fund to the Operations Fund, as presented. Dr. Kleefisch moved for Board approval of Resolution #23-11. The motion was seconded by Ms. Pedroza and passed unanimously.
8. Mrs. Horn requested Board approval of Resolution #23-12 Re:/ I.C. 20-28-9-1.5 (a), as presented. Mrs. Smith-Gomez moved for Board approval of Resolution #23-12. The motion was seconded by Dr. Kleefisch and passed unanimously.
9. Ms. Gilmore requested Board approval of the IDEA and preschool grants for the fiscal year 2024, as presented. Dr. Kleefisch moved for Board approval of IDEA and preschool grants for the fiscal year 2024. The motion was seconded by Mrs. Dunlap and passed unanimously.
10. Mrs. Horn requested Board approval of the Apple for Students Fundraiser as well as the Eagle Park Community School Walk-A-Thon. Mrs. Horn shared the proceeds from the Apple for Students fundraiser will be used to buy classroom/school equipment for Eagle Park School. She also shared the proceeds from the Eagle Park Community School Walk-A-Thon will be used for student activities, Thanksgiving/Christmas Dinner and Camp Day. Mrs. Cain commented that the Eagle Park Community School Walk-A-Thon is also a memorial for Lauren Cap, a former Eagle

Park School Autism Teacher, who unexpectedly passed away last October. Dr. Kleefisch moved for Board approval of the two Eagle Park Community School fundraisers, as presented. The motion was seconded by Mr. Porras and passed unanimously.

11. Ms. Gilmore shared a chart comparing Medicaid Reimbursements from the 2020-2021 school year to the 2022-2023 school year.
12. Ms. Gilmore requested Board approval of the salary increases for the NISEC Finance Department. Ms. Gilmore explained that an administrative assistant position was condensed and job responsibilities were shifted around adding more duties to the finance office positions. Mrs. Dunlap moved for Board approval of the salary increases for the finance department, as presented. The motion was seconded by Dr. Kleefisch and passed unanimously.
13. Ms. Gilmore requested Board approval of the 12-month classified staff salary ranges for the 2023-2024 school year to accommodate the increase in salaries to the finance department. Mrs. Smith-Gomez moved for Board approval of the 12-month classified staff salary ranges for the 2023-2024 school year, as presented. The motion was seconded by Mr. Porras and passed unanimously.
14. Mrs. Cain requested Board approval of the memo regarding a Substitute Teacher of Record for Merrillville High School. Dr. Kleefisch moved for Board approval of the memo regarding a Substitute Teacher of Record at Merrillville High School, as presented. The motion was seconded by Ms. Pedroza and passed unanimously.
15. Mrs. Horn requested Board approval of the memorandum of understanding between Opportunity Enterprises, Inc and the Northwest Indiana Special Education Cooperative. Mrs. Smith-Gomez moved for Board approval of the memorandum of understanding, as presented. The motion was seconded by Mr. Porras and passed unanimously.
16. Mrs. Horn requested Board approval of the revised NISEC Organization Chart for the 2023-2024 school year. Mrs. Horn explained the chart was updated to reflect the change of Ms. Gilmore as the new Chief Financial Officer. Dr. Kleefisch moved for Board approval of the revised NISEC Organization Chart for the 202-2024 school year, as presented. The motion was seconded by Mrs. Dunlap and passed unanimously.
17. **Director's Report:**
  - ✓ Mrs. Horn shared the job description for the Behavior Intervention Specialist with the Board of Managers.
  - ✓ Mrs. Horn introduced Paul Winfrey, the NISEC School Safety Coordinator, and had him share information about his background and what he has been doing at Eagle Park School/NISEC as the School Safety Coordinator.
  - ✓ Mrs. Horn shared information regarding the first staff meetings and the new staff meeting format for the 2023-2024 school year. Mrs. Horn shared that herself and Lori Brown Runyon attended each of the staff meeting to introduce themselves to staff as well as discuss benefits NISEC offers and to promote the cost saving programs offered by the Porter County Insurance Trust.
  - ✓ Mrs. Horn asked Mrs. Cain to provide an update to the Board of Managers regarding current staff openings and hiring efforts.
  - ✓ Mrs. Horn discussed an issue brief regarding educator shortages across the nation.

18. **Personnel:**

Mrs. Horn recommended approval to the following personnel actions:

**A. Retirement**

None at this time.

**B. Resignations**

Certified

*Elizabeth Ancich*, Autism Teacher at Fieler Elementary, effective September 22, 2023.

*Nicole Biel*, Mild Interventions Teacher at Longfellow Elementary, effective August 30, 2023.

*Kate Kessel*, Social and Emotional Learning Teacher at Joan Martin Elementary, effective September 11, 2023.

*Monique Lockett*, Mild Interventions Teacher at Pierce Middle School, effective August 9, 2023.

*Jennifer Soliz*, Mild Interventions Teacher at Pierce Middle School, effective September 9, 2023.

Classified

*Kaylyn Benoit*, Paraprofessional at Eagle Park Community School, effective August 15, 2023.

Never Worked.

*Amanda Copley-Clauson*, Paraprofessional at Wood Elementary, effective August 14, 2023.

*Jasmine Cummings*, Paraprofessional at Salk Elementary, effective August 25, 2023.

*Melissa Erickson*, Paraprofessional at Hanover Middle School, effective August 7, 2023.

*Kelsey Fetter*, Paraprofessional at Evans Elementary, effective August 14, 2023.

*Haley Govert*, Paraprofessional at Joan Martin Elementary, effective August 10, 2023.

*Anita Hudson*, Paraprofessional at Merrillville Intermediate School, effective August 25, 2023.

*Pamela Kinley*, Paraprofessional at Johnston Elementary, effective September 8, 2023.

*Atashua Love*, Paraprofessional at Joan Martin Elementary, effective August 16, 2023.

*Nicole Luttmann*, Paraprofessional at Joan Martin Elementary, effective August 18, 2023.

*Megan Miner*, Paraprofessional at Joan Martin Elementary, effective September 22, 2023.

*Angela Mullin*, Paraprofessional at River Forest Middle School, effective August 7, 2023.

*Joyce Reblin*, Virtual Speech E-Helper at Merkley Elementary, effective August 1, 2023.

*Mandy Schultz*, Paraprofessional at Jane Ball Elementary, effective August 1, 2023.

*Susan Stam*, Paraprofessional at Hanover Middle School, effective August 14, 2023.

*Amie Vaught*, Paraprofessional at Eagle Park Community School, effective August 14, 2023.

*Alexander Williams*, Paraprofessional at Wood Elementary, effective August 8, 2023. Never Worked.

Registered

*Dawn German*, Speech and Language Pathologist, effective July 12, 2023.

**C. Terminations**

None at this time.

**D. Appointments**

Certified

*Marcie Claesgens*, Educational Diagnostician with NISEC, effective August 9, 2023.

*Anna Cochrane*, Autism Teacher at Eagle Park Community School, effective August 11, 2023.

*Cloey DeHaan*, Mild Interventions Teacher at Merrillville Intermediate, effective September 18, 2023.

*Diane Gardin*, Speech and Language Pathologist at Eagle Park Community School, effective August 10, 2023.

*Lisa Hedger*, Life Skills Teacher at Calumet High School, effective September 12, 2023. **Revised Start Date.**

*Sarah Litteral*, Mild Interventions Teacher at Highland Middle School, effective September 11, 2023.

*Kimberly Morris*, Mild Interventions Teacher at Pierce Middle School, effective September 18, 2023.

*Christina Musielak*, Autism Teacher at Eagle Park Community School, effective August 16, 2023.

*Heather Panczuk*, Mild Interventions Teacher at Three Creeks Elementary, effective August 30, 2023.

*Susan Stam*, Mild Interventions Teacher at Lowell Middle School, effective August 14, 2023.  
*James Szafranski*, Social and Emotional Learning Teacher at Lowell High School, effective August 14, 2023.

Classified

*Carla Berumen*, Paraprofessional at Merrillville Intermediate School, effective September 7, 2023.  
*Amanda Carns*, Paraprofessional at Jane Ball Elementary, effective August 28, 2023.  
*Amanda Copley-Clauson*, Registered Behavior Technician at Eagle Park Community School, effective August 14, 2023.  
*Denise Diaz*, Part-time Virtual Speech E-Helper at Bailey Elementary, effective September 7, 2023.  
*Rachael Dommer*, Paraprofessional at Joan Martin Elementary, effective August 16, 2023.  
*Latonya Donald*, Paraprofessional at Pierce Middle School, effective September 11, 2023.  
*Polly Griffith*, Paraprofessional at Veterans Elementary, effective September 25, 2023.  
*Karen Handing*, Paraprofessional at Fieler Elementary, effective September 18, 2023.  
*Brittany Jacobs*, Paraprofessional at Three Creeks Elementary, effective August 16, 2023.  
*Darlene Jennings*, Paraprofessional at Fieler Elementary, effective September 5, 2023.  
*Shonita Jones*, Paraprofessional at Pierce Middle School, effective August 28, 2023.  
*Resa Kiser*, Paraprofessional at Fieler Elementary, effective September 11, 2023.  
*Allison Konicek*, Paraprofessional at Eagle Park Community School, effective August 30, 2023.  
*Dawn Luna*, Virtual Speech E-Helper at Salk Elementary, effective September 6, 2023.  
*Nichele Lyles*, Virtual Speech E-Helper at Merrillville High School, effective September 6, 2023.  
*Marcela Mejia*, Paraprofessional at Veterans Elementary, effective August 16, 2023.  
*Casey Morenz*, Paraprofessional at Highland Middle School, effective August 11, 2023.  
*Kendall Rinehart*, Paraprofessional at Evans Elementary, effective September 13, 2023.  
*Ayanna Robertson*, Registered Behavior Technician at Eagle Park Community School, effective August 16, 2023.  
*Angela Ruiz*, Virtual Speech E-Helper at Joan Martin Elementary, effective August 16, 2023.  
*Kayla Smith*, Paraprofessional at Salk Elementary, effective September 6, 2023.  
*Adriana Strauch*, Paraprofessional at Southridge Elementary, effective August 11, 2023.  
*Madison Williams*, Paraprofessional at Hanover Middle School, effective September 13, 2023.

Registered

*Tina Dolan*, Eagle Park School Nurse, effective August 15, 2023.  
*Megan Gildersleeve*, Board Certified Behavior Analyst with NISEC, effective September 5, 2023.  
*Haley Govert*, Behavior Intervention Specialist/Long Term Substitute at Red Cedars Elementary, effective August 10, 2023.  
*Nicole Luttmann*, Behavior Intervention Specialist at Joan Martin Elementary, effective August 18, 2023.  
*Sara Meyers*, Behavior Intervention Specialist at Eagle Park Community School, effective September 11, 2023.  
*Lauren Myers*, Behavior Intervention Specialist/Long Term Substitute at Oak Hill Elementary, effective September 13, 2023.  
*Latoya Pate-Thompson*, Behavior Intervention Specialist at Johnston Elementary, effective August 10, 2023.  
*Alyssa Peisker*, Certified Occupational Therapist Assistant with NISEC, effective August 16, 2023.  
*Cheryl Stephens*, Behavior Intervention Specialist at Joan Martin Elementary, effective August 14, 2023.  
*Amie Vaught*, Behavior Intervention Specialist/Long Term Substitute at Eagle Park Community School, effective August 14, 2023.  
*Cherish White*, Behavior Intervention Specialist at Red Cedars Elementary, effective August 14, 2023.  
*Kai Lee Wicks*, Behavior Intervention Specialist at Eagle Park Community School, effective August 28, 2023.  
*Shamara Williams*, Behavior Intervention Specialist at Longfellow Elementary, effective August 17, 2023.

**E. Independent Contract**

Deborah Robbins, Speech and Language Pathologist, effective August 14, 2023.

**F. Leave of Absence**

*Jill Carta*, Medical Leave Pursuant to Memo from Kathy Cain dated September 13, 2023.

*Margaret Petruska*, Medical Leave Pursuant to Memo from Kathy Cain dated September 13, 2023.

**G. Conference Leave**

*Kathy Cain*, ICASE, Indianapolis, IN, September 28, 2023 – September 29, 2023.

*Sara Fournet*, ASSET Program Boot Camp, Greencastle, IN, August 24, 2023 – August 25, 2023.

*Marsha Horn*, ICASE, Indianapolis, IN, September 28, 2023 – September 29, 2023.

*Amanda Robinson*, ASSET Program Boot Camp, Greencastle, IN, August 24, 2023 – August 25, 2023.

**H. Other**

*Elizabeth Hulsey*, Long Term Teacher Substitute at Merrillville High School, effective August 28, 2023.

*Ashley Massey*, Long Term Teacher Substitute at Highland Middle School, effective August 10, 2023.

*Tiana Morales*, Long Term Part-Time Teacher Substitute at Oak Hill Elementary, effective September 5, 2023.

*Shelley Ray*, Long Term Teacher Substitute at Merrillville High School, effective August 14, 2023.

Mrs. Smith-Gomez moved for Board approval of the Personnel Report, as presented. The motion was seconded by Dr. Kleefisch and passed unanimously.

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

Mrs. Cain shared how wonderful the new School Nurse, Tina Dolan, is for Eagle Park School. Mrs. Cain said she has jumped right in and the students and staff love having her. The Board members were all happy to hear and said it looks like we have made many great hires this year.

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

There were none.

22. Dr. Kleefisch moved to adjourn the meeting. The motion was seconded by Mr. Porras and passed unanimously.