

REGULAR BOARD MEETING MINUTES

**January 16, 2024
9:00 A.M. NPT Office**

CALL REGULAR BOARD MEETING TO ORDER AND ROLL CALL at 9:00 am

Mr. Bauer called the meeting to order and roll call was taken with three board members present. Board members in attendance were Mr. Jason Bauer, Dr. Scott Doerr and Mrs. Deborah Philpot. Also present was NPT Director, Kelly Suey, Program Coordinator/Transition Specialist, Sabrina Jones and NPT Business Manager, Deanna Tarter.

Others in attendance: None

RECOGNITION OF VISITORS, PUBLIC COMMENT, AND CORRESPONDENCE

Loaves and Fishes sent a Thank-You letter for the donation of items that were collected from Stuff the Bus.

MOVE TO APPROVE THE January 16, 2024 CONSENT AGENDA AS PRESENTED.

Financial reports were presented.

Motion by Philpot, seconded by Doerr to approve the January 16, 2024 consent agenda as presented. Bauer - YEA, Doerr - YEA, Philpot- YEA. Motion passes 3-0.

The consent agenda included Regular Minutes from December 19, 2023 Executive Board meeting and Bills/Treasurer's Report for December.

NEW BUSINESS

Review and take action on Executive Session Minutes and Audio Tapes from July 2023-December 2023. There have been three Executive Sessions in the last six months to open to the public to take action on. (two from July 2023 and one from November 2023)

Mrs. Suey discussed that there are three closed sessions that would be included.

Motion by Doerr, seconded by Philpot to approve opening the Executive Session Minutes and Audio Tapes from July 2023 through December 2023 as presented. Bauer - YEA, Doerr - YEA, Philpot- YEA. Motion passes 3-0.

Review and Approve Engagement Letter from LMHN regarding FY 24 Audit

The cost of the audit for FY 24 is approximately \$9,935. FY23 cost was \$9,200. The audit is anticipated to start the last week of August with reports provided by October 15, 2024.

Motion by Philpot, seconded by Doerr to approve the Engagement Letter from LMHN regarding FY24 Audit as presented. Bauer - YEA, Doerr - YEA, Philpot- YEA. Motion passes 3-0.

First Reading of Board Policy Updates

Mrs. Suey went over the first reading of the board policy updates and the second reading will be held at the board meeting next month.

Motion by Philpot, seconded by Doerr to approve the first reading of Board Policy updates and to move into the second reading next month. Bauer - YEA, Doerr - YEA, Philpot- YEA. Motion passes 3-0.

Discuss and Approve the posting of a Business Administrator

Mrs. Suey has compiled a list of duties and responsibilities that Dee and her hold that could be determined that NPT could hire a Business Administrator or Administrative assistant to take some responsibilities from Dee's plate as well as hers. A list of divided responsibilities are included in the board packet. The board discussed the title of the position and the pay. They also recommended posting where there is no degree requirement and to advertise it on indeed.com.

Motion by Philpot, seconded by Bauer to approve the posting of an NPT Business Office Administrator as presented. Bauer - YEA, Doerr - YEA, Philpot- YEA. Motion passes 3-0.

BCBA Discussion

Mrs. Suey would be willing to apply to SIU-C to their online, Post-Graduate ABA Certificate program. Since she has a master's degree from a US accredited school, she would be able to take 7 online BCBA courses to earn a BCBA Certification. This would then allow her to take her boards and practice as a BCBA and supervise any BCBAa's or RBT's. The estimated cost for the program would be \$11,382 plus books/fees. Mrs. Suey requested the board pay the entirety of the cost, in addition to the fees associated with taking the board, which is approximately \$350. After she obtains the certification, she would ask for a 10-12% stipend. If NPT hired a BCBA, it would cost the cooperative between \$45,000-\$50,000 for salary alone. The deadline to apply is February 1, 2024 and classes would take place, Fall 2024-Fall 2025.

Mr. Bauer asked how this would be beneficial. Mrs. Suey answered that she would be able to help with students with behavioral issues and different techniques to help the students and staff. The goal would be to decrease the number of students the districts are sending to menta. NPT has had a BCBA position posted for approximately a year with no applicants. Mrs. Philpot believes this will help with interventions. The board agreed for Mrs. Suey to apply to the program by February 1, 2024.

Discussion regarding 2024/2025 FACeS Program

Mrs. Suey provided projected caseload numbers that indicate they will continue to need all four FACeS classrooms. Mrs. Suey also discussed that she in talks with ISBE if FACeS can become a private facility/school. Mr. Bauer added that there is not a classroom available in Pana. The one "extra" classroom has been dedicated to be a STEM room. Dr. Doerr added that he may

have room in Nokomis at North School. The classroom is handicap accessible and all on one level. They discussed touring the building and classroom after the board meeting.

Open Discussion

There was no discussion.

REPORTS

Director's Report

The next book study "Balance Like a Pirate" will start meeting in February. Sign-ups are going live this week. Mrs. Suey provided Case Load Totals and TCT numbers for each district. Current EE Codes are included for each district as well. They list the state target and where the district is at. The red areas are showing where each district needs improvement. Mrs. Suey has contacted teachers and they have begun their required training for the DLM. Training must be completed by February 1st. The DLM window is set for March 13-May 8. There were no questions for Mrs. Suey.

Program Coordinator/Transaction Report

As Program Coordinator, Mrs. Jones has been reviewing IEP's, attending IEP and TCT meetings, and assisting with the NPT special education teacher mentoring program with Pana Jr High and High School teachers. As a Transition Specialist, Mrs. Jones has 11 outcomes and is serving 58 students. There are 17 students who are expected outcomes by the end of the contract and 6 referring students at this time. The STEP contract is written currently for 20 outcomes while serving 50 students. Mrs. Jones is working on amending the contract. There were no questions for Mrs. Jones.

Business Manager Report

Mrs. Tarter stated she has completed one of the two payrolls for the month, bills and reconciling the statement. She is working FACeS Quarterly Review, IDEA, and verifying W2s and 1099s. The PCG annual report and 941s have been submitted. For Excess Cost, Taylorville and Nokomis have been submitted and approved and Pana is waiting on their AFR before it can be submitted. There were no questions for Mrs. Tarter.

CLOSED SESSION

No closed session

MOVE TO ADJOURN AT 9:49 a.m.

Doerr made a motion to adjourn the meeting. Philpot seconded the motion. Motion passed by a voice vote.

Mr. Jason Bauer, President

Dr. Scott Doerr, Secretary