

## MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The September 7, 2016, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 7:01 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members, Debbi McAtee, Carol Botwinski, Erin Johannesen, and Janice Krinsky. Dennis Composto, Anna Klimkowicz and Jim Perkins were absent.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Jack O'Neal, Kim Dungan, Jill Anderson, Mary Ann McGinn, Melissa Swanson, Maureen Henry, Nancy D'Andrea, Nancy Milne, Pam Radford, Sue Mahoney, Judy Hackett, Julie Jilek, and Cathy Kostecki. Others in attendance were administrative representatives, Donald Angelaccio, District 23; Aimee LeBlanc, District 25, Karen Starr, District 59, Renee Erickson, District 211 and Marni Johnson, District 214. NSSEA representatives Mary Cassin and Rosa Mueller, and Lynn Davis, NSSEO Foundation Director were also in attendance. Several NSSEO staff members, as well as other observers were also present.

### MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED AUGUST 9, 2016

It was moved by Debbi McAtee and seconded by Erin Johannesen to approve the minutes of the regular session dated August 9, 2016. On roll call vote – Ayes: Johannesen, Krinsky, McAtee, Fiarito and Botwinski. Nays: None.

### PUBLIC COMMENT

There was no public comment from the audience.

Dennis Composto arrived at 7:10 p.m.

### SPOTLIGHT ON NSSEO STARS

Bryan Bolger explained that students from Kirk and Miner School participated in a Career Development Continuum (CDC) program at Sunrise Lake Outdoor Education Center (SLOEC) during the Extended School Year program this summer. The CDC program focused on the following skill development: Ability to learn job, quality of work, quantity of work, general attitude, supervisor/peer relations, communication skills, self-control, job flexibility and staying on task. Austin Garesche, Justin Knochemus and Will Karsten were selected as Shining Stars based on their work performance and skill development. Austin, Justin and Will were recognized as leaders in our NSSEO learning community by their willingness to invest and be role models while practicing excellence.

### OPENING DAY HIGHLIGHTS/PROFESSIONAL DEVELOPMENT

Dr. Pam Radford provided highlights from Opening Day on August 18, 2016. NSSEO continues to think outside of the box by engaging, connecting and growing our students. The NSSEO Opening Day activities included student speakers, Jeremy Humphrey, Dylan Pacion and Russell Dunn and the inspiring and motivational keynote speaker, Roger Crawford. Roger delivered a powerful message that celebrates the difference educators make in teaching students to exceed their perceived potential. A short video clip was shown which highlighted the day's activities.

### CONSENT AGENDA

The President asked if there were any items on the consent agenda that the board members wanted to remove for separate consideration. There were none. Consent agenda items consisted of the disbursement list dated September 2016/Batch #1033; procurement card automatic payment; personnel

transactions dated September 7, 2016; payroll expenditures by fund for the July 30th and August 15, 2016 payrolls; annual approval of continuing non-resident student placements; and non-resident student placement requests; and University of Southern California Affiliation Agreement.

DISBURSEMENT LIST DATED SEPTEMBER 2016/BATCH #1033

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the disbursement list dated September 2016/Batch #1033, in the amount of \$425,448.46. On roll call vote - Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the debit transaction of \$15,047.23 to BMO Financial Group on September 10, 2016. On roll call vote – Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED SEPTEMBER 7, 2016

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the personnel transactions dated September 7, 2016, which included the hiring and termination of staff (a copy of which is made a part of these minutes). On roll call vote - Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the payroll expenditures by fund for the July 29<sup>th</sup> and August 15, 2016 payrolls. On roll call vote - Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

ANNUAL APPROVAL OF CONTINUING NON-RESIDENT STUDENT PLACEMENTS – FY16-17

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the continuation of the previously placed out-of-district students in the NSSEO programs for the FY16-17 school year with all associated costs to be paid by the resident districts. On roll call vote - Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUESTS

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve requests for placement of non-resident students at Kirk School and Timber Ridge School for the 2016-17 school year with all educational and administrative costs to be billed to the students' district of residence. On roll call vote - Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

UNIVERSITY OF SOUTHERN CALIFORNIA ROSSIER AFFILIATION AGREEMENT

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the affiliation agreement between NSSEO and University of Southern California Rossier to provide clinical experience placements for students enrolled in University programs. On roll call vote – Ayes: Johannesen, Composto, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION REQUESTS

Dr. Hackett stated that two requests under the Freedom of Information Act were received and the information requested had been approved and denied in part.

FEDERAL/STATE LEGISLATIVE UPDATE

Dr. Hackett provided an update on new and ongoing Federal and State legislative issues.

### PROGRAM HIGHLIGHTS

Program Administrators from Timber Ridge, Miner and Kirk Schools, shared some highlights on what is happening within their programs: Timber Ridge developed a new Level System which will positively support our students' social/emotional needs; Miner School's Transition team focus in the spring provided community job placements for all students the first week of this school year; Kirk School created new classrooms for an Early Childhood Center that allows children to learn through play.

Julie Jilek shared that Timber Ridge will be hosting the NSSEO Safety Fair on September 15<sup>th</sup> from 9:30-12:00. Julie also stated that the Lunch Program at Kirk School was expanded to include Miner and Timber Ridge Schools. A former NSSEO student has been hired to assist with the Lunch Program at Miner School.

### SUNRISE LAKE OUTDOOR EDUCATION CENTER ANNUAL REPORT

Bryan Bolger presented a visual report of the Sunrise Lake Outdoor Education Center 2015-2016 Annual Report. Bryan stated that NSSEO's vision, mission and goals are used by SLOEC as they focus on the work to be done. NSSEO teachers complete a survey to identify priorities for the 2015-16 school year. Those priorities became goals, which then became completed projects, and resulted in student learning opportunities

### NSSEO HUMAN RESOURCES DEPARTMENT UPDATE

#### NEW EMPLOYEE ORIENTATION REPORT

Cathy Kostecki reported that this years' New Employee Orientation kicked off at SLOEC on Wednesday, August 15<sup>th</sup> with forty-eight (48) new employees. The morning began with an introductory activity "NSSEO Journey" that got everyone engaged in problem solving and working as a team. The morning concluded by reviewing benefits and resources for staff and learning how gritty our new staff is by reviewing the scale developed by Dr. Angela Lee Duckworth from her book *GRIT The Power of Passion and Perseverance*. Lunch was provided at SLOEC prompting further connections with colleagues and administration.

#### STAFF RECOGNITION

Cathy Kostecki reported that Kim Dungan, Jennifer Morris and Robert Rosseutscher, thirty-year NSSEO employees, were recognized at the Opening Day Institute, along with Diana Leal and Karen Reed, for their twenty years of service. Ten year staff members included Arlene Anderson, Jillian Anderson, Maggie Benes, Lori Compiani, Dawn Delaney, Michael Jargstorf, Karin Martin, Perla Navarro, Patricia O'Connor, Rowena Osburn, Ritaben Patel, Pauline Pufundt, Ed Schrautemyer, Linda Sybrant, Roy Trost-Rekich, Venessa Wilkinson and David Wilson.

#### CONTRACTUAL CONTINUED SERVICE

Cathy Kostecki stated that 14 staff members, Elena DiSanto, Terri Bernstein, Ana Carabajal-Guerra, Allison Cole, Christina Dudgeon, Nicole Gavina, Robyn Jung, Maura Kramer, Erlind Laci, Susan Mahoney, Nicholas Mueller, Rosa Mueller, Adam Petersen and Melissa Swanson, have successfully completed four (4) years of consecutive employment and are being recommended for tenure.

It was moved by Janice Krinsky and Erin Johannesen to place the 14 staff members on tenure with Northwest Suburban Special Education Organization. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky and Johannesen. Nays: None.

#### NON-PROBATIONARY APPROVAL FOR NSSEO STAFF

Cathy Kostecki stated that licensed staff completing four (4) as a probationary employee will be granted non-probationary employment status at the beginning of their fifth year and be entitled to all benefits afforded by the NSSEA bargaining agreement for non-probationary employees. The program supervisor has recommended Nancy Baarman, Colleen Dallmeyer and Shannon Donohue be granted non-probationary employment status.

It was moved by Janice Krinsky and seconded by Debbi McAtee to grant the staff members non-probationary employment status with Northwest Suburban Special Education Organization. On roll call vote – Ayes: Krinsky, Johannesen, Botwinski, McAtee, Composto, and Fiarito. Nays: None.

#### NSSEO POLICY COMMITTEE UPDATE – SECOND READING

Cathy Kostecki stated that the NSSEO Policy Committee met prior to the Board meeting on August 9<sup>th</sup> and reviewed suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy manual.

It was moved by Debbi McAtee and seconded by Frank Fiarito to approve the proposed policies as presented. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito and Johannesen. Nays: None.

#### NSSEO BUSINESS DEPARTMENT UPDATE

##### FOUNDATION NEWS

Lynn Davis, Foundation Director gave a brief report on upcoming events and activities the Foundation will be sponsoring. 2016-17 Mini-Grant applications have been sent out and at the October board meeting an update on the last year's grants will be provided. The Foundation continues to work hard to raise funds to help support, engage and grow NSSEO programs.

#### LONG TERM PLANNING COMMITTEE

Julie Jilek stated she would like to form a committee that would meet prior to the Finance Committee sessions to insure that NSSEO is meeting the needs of our students' long term and across the coop. Janice Krinsky, Dennis Composto, Carol Botwinski volunteered to serve on this new committee.

#### SUMMER TRANSPORTATION IN-SERVICE

Julie Jilek provided highlights of the 2016 Summer Transportation In-service for Bus drivers and Aides from transportation carriers that transport students to NSSEO programs. Over 150 participants attended presentations on topics that provide bus drivers and aides with the information they need to safely transport students with special needs to and home from school safe. Every year the In-Service continues to provide the drivers with valuable information ensuring a safe transport to and from school every day.

#### INFORMATION ITEMS

Position vacancies; Extended School Year Report; Activity Fund Report and NSSEO Health Insurance, TRS and IMRF wire transfers for 7/1/16 - 7/31/16; Salary and Compensation Report and Professional Development 2016-17.

#### NEW BUSINESS

Board President Frank Fiarito praised the Miner staff for their dedication and support shown during an incident with a student that afternoon.

#### CLOSED SESSION

It was moved by Janice Krinsky and seconded by Dennis Composto to convene into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more of employees. [5 ILCS 120/2(c)(2)] Also for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. [5 ILCS 120/2(c)(1)] at 8:13 p.m. On roll call vote – Ayes: Krinsky, Composto, Johannesen, Fiarito, McAtee, and Botwinski. Nays: None.

#### REGULAR SESSION

It was moved by Debbi McAtee and seconded by Erin Johannesen to adjourn the closed session and reconvene into open session at 8:51 p.m. On roll call vote – Ayes: Fiarito, Krinsky, Johannesen, Composto, Botwinski and McAtee. Nays: None.

REVIEW OF CLOSED SESSION MINUTES

No motion regarding the review of closed session minutes was received. This agenda item will be postponed for further discussion at the October Board meeting.

ADJOURNMENT

It was moved by Erin Johannesen and seconded by Carol Botwinski to adjourn the September 7, 2016 regular meeting of the NSSEO Governing Board at 8:53 p.m. On roll call vote – Ayes: Composto, Johannesen, Krinsky, McAtee, Fiarito and Botwinski. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President

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brdmtg oct 16  
minutes 9.7.16