

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The March 2, 2016, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 7:00 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Erin Johannesen, Janice Krinsky, Anna Klimkowicz and Jim Perkins.

In attendance from the NSSEO staff were Bryan Bolger, Cathi Ivack, Brian Weems, Nancy Milne, Cathy Williams, Jill Anderson, Jack O'Neal, Kim Dungan, Sue Mahoney, Nancy D'Andrea, Sheryl Goldman, Pam Radford, Judy Hackett, Julie Jilek, and Cathy Kostecki. Also in attendance were administrative representatives: Don Angelaccio, District 23; and Renee Erickson, District 211. NSSEA representatives John Bialek, and Gina Lozano and NSSEO Foundation President, Lynn Davis were also in attendance.

Also present were several students from Kirk School and their family members, as well as other observers.

MINUTES OF THE REGULAR SESSION DATED FEBRUARY 3, 2016

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the minutes of the regular session dated February 3, 2016. On roll call vote - Ayes: Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito, and Botwinski. Nays: None.

PUBLIC COMMENT

Joanne Prifti-Nicholas, parent of a District 211 Miner student spoke to the Board about the significant achievements her son has made with the student driven transition services he receives through the TAP program at Miner School. The Person-centered Transition Planning Process helps build a framework to that guides the activities and goals creating not just job choices, but career opportunities. Ms. Prifti-Nicholas asked the Board to consider going back to their respective communities; ask their local mayors and chambers of commerce to consider creating additional partnerships which would provide NSSEO students an even greater vocational opportunity.

SPOTLIGHT ON NSSEO STARS/ACHIEVEMENT SHOWCASE

Jill Anderson and Jack O'Neal presented information on the NSSEO Student Achievement Showcase 2016 held at Kirk and Miner Schools on February 25th. The Showcase provided an opportunity for students to highlight their growth in areas of achievement including communication, self-determination and advocacy, vocational experiences, community training, social skills and employment. The event also provided an opportunity for students to connect and develop new partnerships with other parents and members of the community.

CONSENT AGENDA

President Fiarito 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 March 2016; procurement card automatic payment; personnel transactions dated March 2, 2016; payroll expenditures by fund for the January 29th and February 12, 2015 payrolls; non-resident student placement requests; and Waubonsee Community College practicum/affiliation agreement.

DISBURSEMENT LIST DATED MARCH 2016

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the disbursement list dated March 2016 in the amount of \$1,423,026.49. On roll call vote - Ayes: Johannesen, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the credit transactions totaling \$19,413.54 to BMO Financial Group on March 12, 2016. On roll call vote - Ayes: Johannesen, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED MARCH 2, 2016

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the personnel transactions dated March 2, 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, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURE BY FUND

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the payroll expenditures by fund for the January 29, 2016 and February 12, 2016 payrolls. On roll call vote - Ayes: Johannesen, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUESTS

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the request for placement of non-resident students at Kirk School and Timber Ridge for the remainder of the 2015-16 school year with all educational costs to be paid by the students' district of residence. On roll call vote – Ayes: Johannesen, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

WAUBONSEE COMMUNITY COLLEGE PRACTICUM/AFFILIATION AGREEMENT

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the affiliation agreement between NSSEO and Waubensee Community College for student teaching/practicum placement. On roll call vote – Ayes: Johannesen, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION

Dr. Hackett stated that NSSEO had received one (1) request under the Freedom of Information Act and provided the requested information.

PROVIDING HIGH QUALITY TRANSITION SERVICES-BOARD GOAL 3; TRANSITION

Jack O'Neal provided an update to Board on the continuous process of providing high quality Transition Services with a variety of tools necessary to support students in planning for their future. The "Future-Focused" Student Planning Tools helps in planning to achieve postsecondary adult outcomes that take into consideration all facets of a student's life, including their desired employment outcomes, recreation/leisure choices, independent living aspirations and plans to be a lifelong learner. Each component of the process will be defined, forms will be created, and assessments will be developed for on-going progress monitoring in accordance with annual NSSEO Board goals.

WINTER WONDERLAND HIGHLIGHTS FROM SLOEC

Bryan Bolger presented a powerpoint presentation highlighting the 112 participants and activities performed at the 2nd Annual Winter Wonderland held on February 21st.

NATIONAL / STATE UPDATE

Dr. Hackett stated that she had just returned from an amazing National AASA conference in Arizona under the direction of Dr. Dave Schuler. Dr. Hackett also provided a brief updates on the many on-going issues at the National and State levels.

HUMAN RESOURCES UPDATE

2016 NSSEO EXTENDED SCHOOL YEAR PROPOSAL (ESY)

Cathy Kostecki presented the Extended School Year Proposal for 2016, which listed student and staff dates and times, program locations, staff salaries and hourly rates for itinerant staff.

The ESY financial budget will be presented to the Board in April.

Anna Klimkowicz moved for approval to direct administration to implement the plan for Extended School Year (ESY) services, in accordance with NSSEO policy, as determined on an individual child basis and in agreement with the program descriptions and financial budgets. Erin Johannesen seconded the motion. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Krinsky, Johannesen and Perkins. Nays: None.

ADOPTION OF 2016-2017 NSSEO SCHOOL CALENDAR

Cathy Kostecki presented the proposed 2016-2017 NSSEO calendar, developed by the calendar committee at their February 9th meeting.

It was moved by Carol Botwinski and seconded by Deb McAtee to approve the 2016-2017 NSSEO calendar as presented. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Klimkowicz 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 February 3, 2016 and reviewed suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy manual.

It was moved by Jim Perkins and seconded by Erin Johannesen to approve the policies as presented. On roll call vote – Ayes: McAtee, Krinsky, Botwinski, Fiarito, Perkins, Johannesen and Klimkowicz. Nays: None.

NSSEO FOUNDATION UPDATE

Lynn Davis, President of the NSSEO Foundation stated that 44th Annual Spring Showcase of Arts and Crafts at Kirk School will be on March 5th and 6th. The Foundation is also sponsoring a raffle taking place at the Arts and Crafts Showcase. The annual Kringle sale just concluded, and the Bob Hess fundraiser was very successful.

TYLER TECHNOLOGIES SIS SERVICE AGREEMENT

Julie Jilek stated that the current student information system, SDS has been in place for over 20 years and is limited in its current capabilities. This past January, NSSEO transitioned to a new financial/HR system, Infinite Visions, a Tyler Technologies product. Tyler Technology also offers a Student Information System product. The system is customizable and offers flexibility in the types of data being collected. Additionally, this product also offers an optional food service component that would streamline the NSSEO food service program.

It was moved by Anna Klimkowicz and seconded by Jim Perkins that the NSSEO Board enter into a five-year agreement for professional services with Tyler Technologies for the Tyler SIS Solution v9 for a first year cost of \$22,726.50 to include software, setup, and training, along with annual recurring costs of \$7,095.67, \$7,302.34, \$7,509.01, and \$7,715.68 respectively. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Johannesen, Fiarito, McAtee, Botwinski Nays: None.

NSSEO VEHICLE BID

Julie Jilek explained that NSSEO maintains a small fleet of First Division vehicles (three at Kirk and two at Timber Ridge) and one driver's Education car at Miner for transporting students for community based activities, vocational work experiences, and integration opportunities in students' home school districts. Recently two (2) of these vehicles have been used in a pilot program at Timber Ridge School to transport students to and from school. As a result of the success of this program and its continued potential for cost savings, NSSEO would like to expand its student transportation at Timber Ridge school to 5 daily routes for the 16-17 school year. NSSEO maintains a reserve account which was established for the purpose of replacing student transportation vehicles. Currently there are sufficient funds in this account to cover the cost of the additional vehicles.

It was moved by Anna Klimkowicz and seconded by Deb McAtee to grant permission for NSSEO to go out to bid for there (3) new Chevy Suburbans. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Botwinski, Perkins and McAtee. Nays: None.

NSSEO FINANCE COMMITTEE UPDATE

Julie Jilek presented highlights of the March 2, 2016 meeting of the Finance Advisory Committee, at which time the NSSEO retirement reserve, tuition rates, methods for calculating non-member tuition, building fund and the five year building fund priority schedule were discussed. The next Finance Advisory Committee meeting is scheduled for March 16th.

LONG-TERM FACILITY PLANNING – TIMBER RIDGE SCHOOL

Julie Jilek stated that NSSEO continues to assess facilities to incorporate necessary changes that address the needs of students, programs, and member districts in alignment with NSSEO Board goals. The NSSEO Five-Year Facility Plan focuses on both short-term and long-term facility needs. Long-term needs reflected in the 5-Year Facility plan include a full-size gym and an elevator at Timber Ridge School. Funds for significant long term projects are secured from the fund balance from the previous school year once the NSSEO audit has been completed and presented. Responsible budgeting and spending has resulted in and FY15 fund balance of approximately \$844,273.48. NSSEO Administration recommends retaining unspent Timber Ridge and the Gillet O&M funds of \$161,386.93 and \$16,936.54 respectively along with \$299,719 and \$31,455 of unspent non-member Timber Ridge and Gillet O&M funds for a total of \$509,497.47. NSSEO would like to proceed with the formation of a committee to prepare a study to project timelines for securing adequate funding for the gym and elevator.

It was moved by Jim Perkins and seconded by Anna Klimkowicz to approve the retention of \$509,497.47 from FY15 unspent funds to set aside for the long-term facility addition of a possible gym and elevator at Timber Ridge School. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Krinsky, Klimkowicz and Perkins. Nays: None.

INFORMATION ITEMS

The following informational items were presented: Program Highlights (which included newsletters from the Vision Program); Position vacancies / Current FTE Enrollment; Blind Census Survey; Professional Development Programs; Activity Fund Report dated 01/01/16 - 01/31/16; and NSSEO Health Insurance, TRS and IMRF Wire transfers.

NEW BUSINESS

No new business.

ADJOURNMENT

It was moved by Debbi McAtee and seconded by Carol Botwinski to adjourn the March 2, 2016, regular meeting of the NSSEO Governing Board at 8:13 p.m. On roll call vote – Ayes: Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

Carol Botwinski, Secretary

Frank Fiarito, President