



Judith A. Hackett Ed.D., Superintendent

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

The August 9, 2016, regular meeting of the NSSEO Governing Board was called to order by Vice-President Anna Klimkowicz, 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, Dennis Composto and Jim Perkins. Janice Krinsky and Frank Fiarito were absent.

In attendance from the NSSEO staff were Brian Weems, Nancy Milne, Jill Anderson, Kim Dungan, Beth Oosthuizen, Cathi Ivack, Jack O'Neal, Sue Mahoney, Melissa Swanson, Mary Ann McGinn, Pam Radford, Judy Hackett, Julie Jilek, and Cathy Kostecki. Also in attendance were administrative representatives Donald Angelaccio, District 23; Karen Starr, District 59; Renee Erickson, District 211 and Marni Johnson, District 214. Lynn Davis, NSSEO Foundation President, and NSSEA representative, John Bialek were also in attendance.

### MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED JULY 14, 2016

It was moved by Debbi McAtee and seconded by Jim Perkins to approve the minutes of the regular and closed sessions dated July 14, 2016. On roll call vote – Ayes: Perkins, McAtee, Klimkowicz and Botwinski. Nays: None. Abstain: Composto and Johannesen.

### PUBLIC COMMENT

There was no public comment.

Janice Krinsky arrived at 7:05 p.m.

### SUMMER SHINING STARS

Cathi Ivack and Jack O'Neal introduced Dylan Pacion, a District 214 student who has attended Miner School since 2005. Dylan has grown to be a role model at Miner School, exhibiting a work ethic admirable to all. This school year, Dylan worked with staff and students from District 25's Windsor School and their early childhood program housed at Miner School. Dylan's responsibilities included helping prepare materials, engaging students in their work, and assisting staff in making sure every child had a meaningful school day. This summer Dylan asked the Miner administration team about continuing to develop his classroom skills by working as a classroom aide during ESY. Dylan also worked with the Maintenance Staff at Miner this summer helping get the building ready for the upcoming school year. We are honored to celebrate Dylan in all of these achievements and eager to see him accomplish his goals.

### CONSENT AGENDA

Anna Klimkowicz 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 August 9, Batch #1016; Procurement Card Automatic Payment; Personnel Transactions dated August 9, 2016; Payroll Expenditures by Fund Dated May 27, June 9, June 30 and July 15, 2016; STEP Grant Agreement 2016-17; Transition Specialist Grant Agreement 2016-17; and Annual Travel Allowance.

DISBURSEMENT LIST DATED AUGUST 9, 2016/BATCH #1016

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the disbursement list dated August 9, 2016/Batch #1016 in the amount of \$2,592,618.74. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

PROCUREMENT-CARD AUTOMATIC PAYMENT

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the debit transaction of \$19,608.16 to BMO Financial Group on August 11, 2016. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED AUGUST 9, 2016

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the personnel transactions dated August 9, 2016 as presented, which include the hiring and termination of staff (a copy of which is made a part of these minutes). On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND FOR MAY 27, JUNE 9, JUNE 30 AND JULY 15, 2016

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the Payroll Expenditures by Fund for the May 27, June 9, June 30 and July 15, 2016 payrolls as part of the consent agenda. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

STEP AGREEMENT 2016/2017

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the 2016/2017 STEP Agreement in the amount of \$371,108 as presented. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

TRANSITION SPECIALIST GRANT AGREEMENT CONTRACT 2016/2017

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the 2016/2017 Transition Specialist Contract with DHS/DRS in the amount of \$176,856 as presented. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

ANNUAL TRAVEL ALLOWANCE

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the annual travel allowance for the school year 2016-2017 as presented. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION ACT

Dr. Hackett stated that seven (7) requests under the Freedom of Information Act were received and the information requested was provided in part and denied in part.

NATIONAL/STATE UPDATE

Dr. Hackett provided an update on current educational issues at the Federal and State levels.

Dr. Hackett announced that she traveled to Washington DC where she was installed as a member of the Executive Committee for American Association for School Administrators (AASA) and also attended the Illinois Association of School Administrators (IASA) workshop in West Virginia.

### NSSEO CONTINUOUS IMPROVEMENT PLAN

Dr. Hackett presented to the Board the 2016-2017 NSSEO Continuous Improvement Plan (revised). The plan highlighted Board Strategic Priorities with indicators of success, actions steps and evidence for each Board Priority.

- Board Strategic Priority 1 – Instructional Practices: Implementation of a systemic data-based decision-making process that guides effective teaching and learning practices.
- Board Strategic Priority 2 – Transition: Within six months to two years of exiting school services, students' post-secondary outcomes will reflect the transition plan.
- Board Strategic Priority 3 – IEP Best Practices: NSSEO will redefine a high-quality IEP process based upon a person-centered philosophy designed to support the students' progression toward identified post-secondary outcomes.

Further alignment, refinement and articulation of these board goals will occur at the program and professional levels and will be addressed and reported on at monthly NSSEO Governing Board meetings.

It was moved by Janice Krinsky and seconded by Dennis Composto to approve the 2016-2017 NSSEO Continuous Improvement Plan (revised) as presented. On roll call vote – Ayes: Botwinski, McAtee, Klimkowicz, Composto, Krinsky, Johannesen and Perkins. Nays: None.

### NSSEO HUMAN RESOURCES UPDATE

#### NSSEO POLICY COMMITTEE UPDATE-FIRST READING

Cathy Kostecki stated the NSSEO Policy Committee met on Tuesday, August 9<sup>th</sup> to review the suggested changes made by PRESS plus for revisions to the NSSEO Board Policy Manual. The committee made their recommendations to the Board and will be presented for a second and final reading at the September 7, 2016<sup>th</sup> Board meeting.

#### FY 17 SUBSTITUTE PAY RATE

Cathy Kostecki explained that the current NSSEO substitute rate has been in effect since FY 2012. It has been increasingly difficult to fill substitute positions and an increase based upon our members' districts rates was proposed.

It was moved by Jim Perkins and seconded by Debbi McAtee to approve the substitute rates for the 2016-17 school year as presented. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto and Klimkowicz. Nays: None.

### NSSEO BUSINESS DEPARTMENT UPDATE

#### NSSEO FOUNDATION FOCUS FOR 2016-2017

Lynn Davis, Foundation President stated the Foundation along with Dr. Hackett and Julie Jilek met last month at SLOEC to plan out the upcoming year. The Foundation is planning to repeat successful fundraisers such as the family magic show, the arts and crafts fair, Danish Kringle sale, etc., to help support NSSEO's goals.

#### RECAP OF ANNUAL ACCOUNTING FOR BUILDING IMPROVEMENTS

Julie Jilek presented a recap of the building improvement ledger deductions from FY95-96 through FY14-15 for District #15 and District #54 by property. The withdrawal agreements structured for Districts #54 and #15 agreed on a percentage share of the properties owned by the coop. Building improvement ledgers have been kept to track building improvements or substantial maintenance and will be applied against a former member's equity position in the event a property is sold.

### ANNUAL ACCOUNTING FOR BUILDING IMPROVEMENTS

Julie Jilek stated that the withdrawal agreements structured for Districts 54 and 15 established relative equity positions for all districts, the remaining eight as well as the departing two. It was further agreed

that since the continuing districts are to be responsible for the maintenance and improvement of NSSEO properties, and that a district leaving the cooperative would not share that maintenance burden, that any building improvements or substantial maintenance would be applied against a former member's equity position in the event a property were to be sold.

The procedures approved at the July 5, 1995 board meeting call for an annual review in August of building improvements from the prior fiscal year, review by the board, and notification sent to the departed districts.

It was moved by Erin Johannesen and seconded by Carol Botwinski to approve the accounting of building improvements for FY 2015-2016 at the Kirk, Gillet and Administration building properties. On roll call vote - Ayes: Composto, McAtee, Krinsky, Botwinski, Perkins, Johannesen and Klimkowicz Nays: None.

### INFORMATION ITEMS

Position vacancies; the Activity Fund Report dated 7/1/16 – 7/30/16; NSSEO Health Insurance, TRS and IMRF Wire Transfers; the Fourth Quarter Financial Report; SLOEC and the Timber Ridge School newsletters; Composite Calendar 2016-2017; Calendar of Future Board Agenda Items and Professional Development Summary Report 2015-16 were provided as information items.

### NEW BUSINESS

There was no new business to discuss.

### CLOSED SESSION

It was moved by Janice Krinsky and seconded by Erin Johannesen to convene into closed session 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 7:51p.m. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, McAtee, and Botwinski. Nays: None.

Frank Fiarito arrived at 8:15 p.m.

### CLOSED SESSION ADJOURNMENT

It was moved by Jim Perkins and seconded by Janice Krinsky to adjourn the closed session and reconvene into open session at 8:43 p.m. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Composto, Botwinski, Perkins and McAtee. Nays: None.

### REVIEW OF CLOSED SESSION MINUTES

A motion regarding the review of closed session minutes was not received. This agenda item will be postponed for further discussion at the September Board meeting.

### ADMINISTRATORS' CONTRACT EXTENSIONS

It was moved by Jim Perkins and seconded by Anna Klimkowicz to approve the salary increases and contracts for each Administrator based on evaluations and goals for a total amount of \$42,000. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

ADJOURNMENT

It was moved by Jim Perkins and seconded by Anna Klimkowicz to adjourn the August 9, 2016 regular meeting of the NSSEO Governing Board at 8:45 p.m. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President

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brd mtgs;minutes 8.9.16