

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The April 1, 2015, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 7:02 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, Illinois. Present were Governing Board members Debbi McAtee, Carol Botwinski, Chuck Williams, Janice Krinsky, Anna Klimkowicz and Jim Perkins. Dennis Composto was absent.

In attendance from the NSSEO staff were Cathy Williams, Hassan von Schlegell, Jill Anderson, Kim Dungan, Mary Ann McGinn, Sheryl Goldman, Sue Mahoney, Nancy Milne, Pam Radford, Nancy D'Andrea, Cathi Ivack, Maggie Benes, Judy Hackett, Julie Jilek and Cathy Kostecki. Also in attendance were Marsha Schultz, District 21; Donald Angelaccio, District 23; Cassie Black, District 57, and Renee Erickson, District 211. Also present were NSSEA representatives Gina Lozano and Laura Head Young. Pam Guio, Joan Obial, Breanne Quaritsch, Vanessa Wilkensen, Ana Carabajal, Jennifer Browning, Mimi Breit, Erlind Laci, Emma Loos, Julia Dixon, Melissa Sindermann, Steven Stoklosa, Denise Hildebrand, Ami Krummick, Sarah Marzano and Kathleen Rafferty from Dist. 214 Hersey High School were also in attendance.

Also present was Fernanda Rodriguez a middle school student from Kirk School along with her family.

A moment of silence was called by President Frank Fiarito honoring two students from Kirk School that passed away in recent weeks.

MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED MARCH 4, 2015

It was moved by Anna Klimkowicz and seconded by Jim Perkins to approve the minutes of the regular session dated March 4, 2015. On roll call vote – Ayes: Williams, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

PUBLIC COMMENT

There was no public comment.

ADVANCING STUDENT LEARNING THRU TECHNOLOGY/NSSEO TECHNOLOGY PLAN

Pam Guio, NSSEO Curriculum and Technology Training Specialist continued the NSSEO story by sharing “TEC Tales”, a video of NSSEO students using technology throughout their day. Mary Ann McGinn, Technology Coordinator presented the NSSEO April 2015-2018 Technology Plan. The Assistive and Instructional Technology Program Goal and Focus believes technology transforms the way we teach and how students learn. It allows a child with special needs to reach their potential and exceed. The Instructional Technology Department utilizes technology to support curriculum, instruction and assessment. The Assistive Technology Department helps teams in the consideration, acquisition, implementation and effective monitoring of assistive technology. The Informational Technology Department provides a robust network of wired and wireless devices, telecommunications and the infrastructure necessary to support administrative, instructional and assistive technologies.

SPOTLIGHT ON NSSEO STUDENT STARS-HOW TECHNOLOGY PROMOTES INDEPENDENCE IN LEARNING

Joan Obial, Curriculum and Technology Training Specialist shared that NSSEO has been participating in a year-long partnership with AbleNet Assistive Technology Services. The partnership focused on Breanne Quaritsch's classroom along with her team at Kirk School and middle school student Fernanda Rodriguez. Team members, Sandy Luskin, Mimi Breit, Robin Love, Vanessa Wilkinson, Teresa Schrautemeyer and Rachel Winter wanted to expand Fernanda's opportunities to participate in classroom curriculum with an emphasis on increasing independence and choice-making. Fernanda currently uses both a switch and

eye gazing to make choices and communicate. Software installed on Fernanda's computer at school, Eye Gaze from Inclusive Technology allows Fernanda to track, fixate, and make choices using her eyes. A heat map and data collection systems are built into the software. The team shares feedback on Fernanda's progress and continues to evaluate how this will help Fernanda and how this resource may be used with other students. Fernanda gave a brief demonstration for the Board on the use of this technology.

Fernanda and her family and several NSSEO staff members left the meeting at this time.

CONSENT AGENDA

President Fiarito asked if there were any items on the consent agenda that Board members wanted to remove for separate consideration. There were none.

Consent agenda items consisted of the disbursement list dated April 2015; procurement-card automatic payment; personnel transactions dated April 1, 2015; and payroll expenditures by fund for the February 27, 2015 and March 13, 2015 payrolls.

DISBURSEMENT LIST DATED APRIL 2015

It was moved by Chuck Williams and seconded by Debbi McAtee to approve the disbursement list dated April 2015, in the amount of \$860,032.94. On roll call vote - Ayes: Williams, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PROCUREMENT-CARD AUTOMATIC PAYMENT

It was moved by Chuck Williams and seconded by Debbi McAtee to approve the procurement-card automatic payment in the amount of \$16,710.63 to BMO Financial Group on April 10, 2015. On roll call vote – Ayes: Williams, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED APRIL 1, 2015

It was moved by Chuck Williams and seconded by Debbi McAtee to approve the personnel transactions dated April 1, 2015, which included the hiring and termination of staff (a copy of which is made a part of these minutes). On roll call vote - Ayes: Williams, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Chuck Williams and seconded by Debbi McAtee to approve the payroll expenditures by fund for the February 27, 2015 and March 13, 2015 payrolls. On roll call vote – Ayes: Williams, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION REQUEST

Dr. Hackett stated that NSSEO received one Freedom of Information Request and all information was provided for the request.

NATIONAL/STATE UPDATE

Dr. Hackett provided a brief update on National and State level issues. State funding and the potential budget impacts districts will face with regards to special education continue to be a hot topic.

AUTISM AWARENESS MONTH

Dr. Pam Radford stated that over 70 million individuals have autism worldwide and counting. 500,000 individuals with autism will reach adulthood within the next decade. April 2nd is the "Light it Up Blue" campaign for the purpose of providing an opportunity to educate the world on autism and join the global autism community.

Members of the Autism Coaching Team narrated a PowerPoint presentation on the “NSSEO Autism Coaching Across Developmental Differences”; District 23: Early Childhood Program Social Thinking Pilot, staff members included Sue Mahoney, Denise Hildebrand, Amie Krummick; District 214 Career and Life Skills Program: Break Room, staff members Sarah Marazano, Amie Krummick, June Rowley, Jason Keasling; and Kirk School: Zones of Regulation Implementation, Ana Carabajal-Guerra and Joan Obial.

INFINITEC MEMBERSHIP FY 15-16

Dr. Hackett stated that NSSEO has been a member of the Infnitec North Assistive Technology Coalition for fifteen years. Infnitec is a member based organization which serves districts in Illinois and offers four pillars of service which include Training and Education, Information Services, Access to Expertise and Equipment Services.

It was moved by Anna Klimkowicz and seconded by Chuck Williams to approve membership for FY15-16 in the Infnitec Assistive Technology Coalition at a cost of 55 cents per student based on member districts' previous Fall Housing Report, at an approximate total cost of \$26,636.50. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Krinsky, Williams and Perkins. Nays: None.

RESOLUTION FOR DISMISSAL AND NON-RENEWAL OF PART-TIME AND CERTAIN NON-FINAL YEAR PROBATIONARY TEACHERS

Cathy Kostecki presented a resolution for dismissal of part-time and certain non-final year probationary staff.

It was moved by Anna Klimkowicz and seconded by Jim Perkins to adopt a resolution for dismissal and nonrenewal of part-time and certain non-final year probationary staff members. On roll call vote – Ayes: Krinsky, Perkins, Williams, Botwinski, McAtee, Klimkowicz and Fiarito. Nays: None.

RESOLUTION FOR REASSIGNMENT OF CERTAIN TENURED ADMINISTRATORS FROM THEIR RESPECTIVE ADMINISTRATIVE POSITION TO THE POSITION OF TEACHER

Cathy Kostecki presented a resolution for reassignment from their respective Administrative position to the position of Teacher as of the beginning of the 2015-2016 school term.

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to adopt a resolution for reassignment from their respective Administrative position to the position of Teacher effective as of the beginning of the 2015-2016 school term. On roll call vote – Ayes: McAtee, Krinsky, Botwinski, Fiarito, Perkins, Williams and Klimkowicz. Nays: None.

POLICY 7:180 PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT – SECOND READING

Cathy Kostecki stated that Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment was presented to the Board at the March 4, 2015 Board meeting. Based on further discussion with Board members Option 2, *A board may also add a telephone number for making anonymous reports*, was recommended along with Options 1, 3 and 4.

It was moved by Chuck Williams and seconded by Anna Klimkowicz to approve the Policy 7:180 with the adoption of Options 1, 2, 3 and 4 as presented. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Williams, Fiarito, McAtee and Botwinski. Nays: None.

NSSEO BUSINESS DEPARTMENT UPDATE

FINANCE ADVISORY COMMITTEE UPDATE / BUDGET PRESENTATION

Julie Jilek distributed a binder which contained the FY16 budget. She narrated a brief presentation and pointed out the highlights of the NSSEO proposed budget and stated that the Finance Advisory Committee recommended that the Board vote to transmit the budget to member districts for review and approval.

PUBLIC HEARING, 2015-16 PROPOSED BUDGET

It was moved by Chuck Williams and seconded by Carol Botwinski to recess the regular meeting at 8:14 p.m. and convene the public hearing for the purpose of public review of the proposed 2015-16 budget. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Williams, Botwinski, Perkins and McAtee. Nays: None.

No comments or questions were presented from the audience.

It was moved by Anna Klimkowicz and seconded by Chuck Williams to adjourn the public hearing and reconvene the regular meeting at 8:15 p.m. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Williams, Botwinski, Perkins and McAtee. Nays: None.

TRANSMITTAL OF THE PROPOSED 2015-16 BUDGET TO MEMBER DISTRICTS

It was moved by Chuck Williams and seconded by Jim Perkins to transmit the FY16 NSSEO budget to the member districts for review and action. A directed vote on the FY16 Budget would be anticipated at the June 9, 2015 NSSEO Governing Board Meeting. On roll call vote - Ayes: McAtee, Botwinski, Williams, Fiarito, Krinsky, Klimkowicz and Perkins. Nays: None.

2015 NSSEO EXTENDED SCHOOL YEAR BUDGETS (ESY)

Julie Jilek stated that at the March 4, 2015 NSSEO Governing Board meeting, the projected staffing plans and salary schedules for extended year services were presented and approved by the Board. Julie Jilek presented the Extended School Year budgets for the 2015 based on those staffing plans for Kirk School, Miner School, Riley School, Timber Ridge School and the DH/H Elementary/Middle School Program, and the DH/H Itinerant Program.

It was moved by Chuck Williams and seconded by Jim Perkins to approve the financial operating budgets for the 2015 NSSEO extended school year services, which would provide programs and services for the special education population in the NSSEO ESY policy, as determined on an individual child basis. On roll call vote - Ayes: Williams, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

NSSEO KIRK FLOORING PROJECT BIDS

Julie Jilek stated at the November 5, 2014 Board meeting funding for the renovation projects at Kirk and Timber Ridge Schools was approved. Specifications for the Kirk School Renovations – Flooring Replacement Project were prepared by TRIA Architecture. A bid opening was held on March 19, 2015 and eight (8) contractors bid on the project.

Northern Builders, Inc. was the lowest bidder on this project with a base bid of \$201,384. After TRIA Architecture reviewed the scope of the project with Northern Builders, Inc, it was determined that there were substantial omissions in the bid and Northern Builders, Inc. elected to withdraw their bid from consideration.

TRIA Architecture then reviewed the qualifications and references of the second lowest bidder, Envision General Contractors with a base bid of \$230,420 and initially found no evidence that would disqualify them from being awarded the bid. However, upon further conversations between the architect and contractor, it was determined that there were also substantial omissions in Envision's bid. Therefore, it was recommended that NSSEO reject their bid.

TRIA Architecture reviewed the qualifications and references of the third lowest bidder, K.M. Holly Construction with a base bid of \$301,750 and found no evidence of any omissions and or other evidence that would disqualify them from being awarded the contract. The total cost of the Kirk Renovations – Flooring Replacement Project is within the costs allocated for the project.

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to reject the bid from Envisions General Contractors and contract with K.M. Holly Construction for the Kirk Renovations – Flooring Replacement Project at contract amount of \$301,750.00. On roll call vote – Ayes: Williams, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

NSSEO KIRK FLOORING ASBESTOS PROJECT BID

Julie Jilek stated at the November 5, 2014 Board meeting, funding for the renovation projects at Kirk and Timber Ridge Schools was approved. Specifications for the asbestos removal portion of the Kirk School Flooring Project were prepared by AIM Asbestos & Management, Inc. A bid opening was held on March 19, 2015 and twelve (12) contractors bid on the project.

ARC Environmental was low bid for this project with a base bid of \$163,000. AIM Asbestos & Management, Inc. contacted the references of ARC Environmental Inc. and received positive feedback from all references. The total cost for the asbestos floor abatement project is within the costs allocated for the Kirk School Flooring Project.

It was moved by Anna Klimkowicz and seconded by Jim Perkins to approve to contract with ARC Environment Inc. for the Kirk Flooring Asbestos project at a base cost not to exceed \$163.00. On roll call vote - Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Krinsky, Williams and Perkins. Nays: None.

NSSEO TIMBER RIDGE OFFICE PROJECT BID

Julie Jilek stated at the November 5, 2014 Board meeting, funding for the renovation projects at Kirk and Timber Ridge Schools was approved. Specifications for the Timber Ridge Office Renovation Project were prepared by TRIA Architecture. A bid opening was held on March 19, 2015 and eleven (11) contractors bid on the project.

The low bid contractor for this project was Envisions General Contractors, LLC with a base bid of \$287,574. TRIA reviewed the qualifications and references of Envisions General Contractors, LLC and found no evidence that would disqualify them from being awarded the bid. The cost for the Timber Ridge Office Renovation Project is well within the costs allocated for the project; therefore it was recommended that alternates 1-4 also be completed as part of this project at a cost of \$44,836. Alternates 1-4 include the replacement of hallway carpet with tile and the replacement of bathroom patricians.

It was moved by Anna Klimkowicz and seconded by Jim Perkins to contract with Envisions General Contractors, LLC for the Timber Ridge Office Renovation Project at contract amount of \$332,410 inclusive of the base bid and alternates 1-4. On roll call vote – Ayes: Krinsky, Perkins, Williams, Botwinski, McAtee, Klimkowicz and Fiarito. Nays: None.

NWSRA FACILITY USE AGREEMENT RENEWAL

At the March 4, 2015 NSSEO Board meeting, the Board recommended sending a proposed three-year Facility Use Agreement for period of time of July 1, 2015 to June 30, 2018 with 3% annual increases to the NWSRA Board for review. On March 25, 2015, the NWSRA Board reviewed and approved the three-year Facility Use Agreement with 3% annual increases as proposed by the NSSEO Board.

It was moved by Jim Perkins and seconded by Anna Klimkowicz to approve and accept the three-year Facility Use Agreement for the period of time of July 1, 2015 to June 30, 2018 with 3% annual increases be accepted and approved by the NSSEO Governing Board. On roll call vote – Ayes: McAtee, Krinsky, Botwinski, Fiarito, Perkins, Williams and Klimkowicz. Nays: None.

XEROX COPY MACHINE LEASE

Julie Jilek stated that our current lease and printing costs are estimated at approximately \$2,257.23 COTG provided a quote for a lease of a new Xerox machine which includes printing costs at a total cost of \$1,995.11 monthly.

It was moved by Anna Klimkowicz and seconded Jim Perkins to enter in a 60-month lease agreement for Xerox at a cost of \$1,995.11. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Williams, Fiarito, McAtee and Botwinski. Nays: None.

FOUNDATION UPDATE

Julie Jilek stated the NSSEO Foundation President will be attending the May Board meeting and will provide an update at that time.

INFORMATION ITEMS

The following items were presented: program highlights from SLOEC; Step/Transition Times; position vacancies/current FTE enrollment; professional development highlights; activity fund report dated 2/1/15 – 2/28/15; and the NSSEO health insurance, TRS and workers' compensation account transactions; NSSEO graduation dates and Infinitec awards dinner.

NEW BUSINESS

There was no new business to discuss.

CLOSED SESSION

At 8:45 p.m. it was moved by Anna Klimkowicz and seconded by Jim Perkins 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 classes 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)]

On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Williams, Botwinski, Perkins and McAtee. Nays: None.

REGULAR SESSION

It was moved by Chuck Williams and seconded by Jim Perkins to adjourn the closed session and reconvene into open session at 9:31 p.m. On roll call vote – Ayes: McAtee, Botwinski, Williams, Fiarito, Krinsky, Klimkowicz and Perkins. Nays: None.

ADJOURNMENT

It was moved by Jim Perkins and seconded by Chuck Williams to adjourn the April 1, 2015, regular meeting of the NSSEO Governing Board at 9:31 p.m. On roll call vote – Ayes: Williams, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

Carol Botwinski, Secretary

Frank Fiarito, President