

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

The November 5, 2014, 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, Illinois 60056. Present were Governing Board Members Debbie McAtee, Carol Botwinski, Erin Johannesen, Janice Krinsky and Jim Perkins. Dennis Composto and Anna Klimkowicz were absent.

In attendance from the NSSEO staff were Bryan Bolger, Cathy Williams, Brian Weems, Jack O'Neal, Jill Anderson, Kim Dungan, Mary Ann McGinn, Melissa Swanson, Greg Hill, Pam Radford, Sheryl Goldman, Sue Mahoney, Judy Hackett, Julie Jilek, and Cathy Kostecki. Also present were administrative representatives Donald Angelaccio, District 23; Renee Erickson, District 211; and Marni Johnson, District 214. Others in attendance included M. David Cain Sr., John Bialek, Mary Cassin, Gina Lozano, as well as other NSSEO staff members and observers.

### MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED OCTOBER 13, 2015

It was moved by Debbi McAtee and seconded by Jim Perkins to approve the minutes of the regular and closed sessions dated October 13, 2015. On roll call vote – Ayes: Johannesen, Krinsky, Perkins, McAtee, Fiarito and Botwinski. Nays: None.

### PUBLIC COMMENT

There was no comment from the audience.

### SPECIAL RECOGNITION

November 15<sup>th</sup> is "School Board Members Day" in the state of Illinois. Dr. Hackett recognized the NSSEO Board for their endless dedication and support to NSSEO. The NSSEO Board members not only donate countless hours attending NSSEO meetings and events, but also within their own District as well. Dr. Hackett and the NSSEA President, John Bialek thanked these selfless individuals for their public service to NSSEO programs, students and the community.

### SPOTLIGHT ON NSSEO STARS – CREATING CUSTOMIZED JOBS

Jack O'Neal informed the Board of a new partnership NSSEO staff and students have established with SEARCH, Inc., a non-profit adult service provided in Mt. Prospect and Des Plaines. The mission of SEARCH, Inc., is to empower individuals with intellectual disabilities achieve their full potential through enriching experiences. SEARCH, Inc. values the need to develop work experiences for students with disabilities and commits to hiring person with disabilities as well. The willingness of SEARCH, Inc. staff to respond to creative work opportunities, including customized job tasks with NSSEO students and staff provides environments for students that develop work skills and interests. The development of job training skills is coordinated with site managers at SEARCH, Inc., NSSEO school administrators, job coaches and classroom teachers. NSSEO students from Kirk and Miner are working at a warehouse site in a multitude of job experiences, including: stocking, managing orders, custodial, packaging and inventory. Ken Bellis, Division Manager and Robert Parkinson, Career Services Manager from SEARCH, Inc. were recognized for their willingness and creative response by providing natural learning environments for students. The ongoing partnership between NSSEO and SEARCH, Inc. is a student-focused approach to developing employment outcomes for our students.

### EXPANDING TIMBER RIDGE SCHOOL LEARNING ENVIRONMENT TO OUTDOORS

Julie Jilek introduced former Timber Ridge student Sean Lehning. Sean currently is a student in AP classes at District 214's Elk Grove High School, looking forward to graduating and studying political science at Harper College next year. Sean is also a Boy Scout who while in the process of attaining the rank of Eagle Scout decided to complete his required project at Timber Ridge. This was Sean's way of

thanking them for the five years spent at Timber Ridge; which he felt was a large influence on him becoming the person he is today. Sean stated that Timber Ridge School was “very comprehensive in accommodating people of all types, only fighting worthy battles and working with a kid instead of against their disability.” Sean designed and completed an outdoor classroom for Timber Ridge. Brian Weems, Timber Ridge Principal shared a power point presentation which illustrated Timber Ridge students utilizing the new outdoor classroom.

### CONSENT AGENDA

Frank 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 November 2015; procurement card automatic payment; personnel transactions dated November 4, 2015; payroll expenditures by fund for the October 15, 2015 payroll; and a university affiliation agreement.

### DISBURSEMENT LIST DATED NOVEMBER 2015

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the disbursement list dated November 2015, in the amount of \$1,435,830.46. On roll call vote – Ayes: Johannesen, Perkins, 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 \$14,356.34 to BMO Financial Group on November 10, 2015. On roll call vote – Ayes: Johannesen, Perkins, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

### PERSONNEL TRANSACTIONS DATED NOVEMBER 4, 2015

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the personnel transactions dated November 4, 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: Johannesen, Perkins, 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 October 15, 2015 payroll. On roll call vote – Ayes: Johannesen, Perkins, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

### ROSALIND FRANKLIN UNIVERSITY AFFILIATION AGREEMENT

It was moved by Erin Johannesen and seconded by Debbi McAtee to approve the affiliation agreement between NSSEO and Rosalind Franklin University of Medicine and Science for student teaching/practicum placement. On roll call vote – Ayes: Johannesen, Perkins, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

### SUPERINTENDENT’S REPORT

#### TRANSITION GATHERING

Dr. Hackett announced that “A Transition Gathering” will take place on Wednesday, November 18<sup>th</sup> at Kirk School from 6:00-7:30 pm. Students, parents, siblings/families, educators, adult agencies, legislators, employers – supporters of students/adults with disabilities are all invited and encouraged to attend with the purpose of generating ideas and possibilities that enhance post-school employment outcomes for students with disabilities.

#### ENGAGE•CONNECT•GROW

Dr. Hackett shared some events that were highlighted in the Fall 2015 edition of the NSSEO Board Briefs.

#### TIMBER RIDGE SCHOOL THANKS GOOGLE GRANTS

Brian Weems, Principal of Timber Ridge announced that on October 26<sup>th</sup>, the entire school experienced an exciting opportunity to explore the Museum of Science and Industry due to a donation from Google

Grants. A special thank you was extended to Maggie Johanson, Timber Ridge teacher for her completion of the application for the grant funds. The fantastic field trip proved how successful NSSEO students can be when given the opportunity to learn and develop through thrilling and eye-opening experiences.

#### NATIONAL / STATE UPDATE

Dr. Hackett provided a brief update on state/national educational news. Discussions continue to revolve around ESEA reauthorization, budget, assessment, pensions, state board and elections affect on our educational futures. A small group meeting will be held on December 3<sup>rd</sup> for District Board Members and Superintendents to plan a legislative forum in February.

#### SUNRISE LAKE OUTDOOR EDUCATION CENTER

Bryan Bolger presented a visual report of the Sunrise Lake Outdoor Education Center 2014-2015 Annual Report. He stated that NSSEO's vision, mission and goals were used by SLOEC staff to focus the work to be done. NSSEO teachers completed a survey to identify priorities for the 2014-15 school year. Those priorities became goals, which then became completed projects, and resulted in student learning opportunities.

#### PROFESSIONAL DEVELOPMENT-CONNECT TO COMMUNITY

Dr. Pam Radford shared information on the TotalLink2 Community 7-Day Training Series *Customized Employment Training* presented by Russell Sickles hosted by NSSEO, partnering with Connect to Community, District 211 and District 214.

#### FY2014-15 AUDIT REPORT

Julie Jilek reported that the audit of NSSEO's financial statements for FY2014-2015 was completed on time by Milburn Cain & Co. and electronically submitted to the Illinois State Board of Education, the Federal Audit was electronically submitted to the Federal Audit Clearinghouse, and the Audited Financial Statements and Annual Financial Report were mailed to the North Cook ISC's office. Julie stated that Mr. M. David Cain, Sr. was present to answer any questions.

Mr. David Cain assured the Board that full cooperation was received from all NSSEO personnel; unrestricted access was provided; no disagreements with management concerning accounting or financial reporting matters were experienced; the books and records were well maintained; and no deficiencies in internal control were identified.

It was moved by Jim Perkins and seconded by Debbi McAtee to accept the FY14-15 audit as presented by Milburn Cain & Co. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Krinsky, Johannesen and Perkins. Nays: None.

#### NSSEO BUSINESS DEPARTMENT UPDATE

##### FY 2016-17 NSSEO BUDGET RESOLUTION

Julie Jilek stated that the first meeting of the Finance Advisory Committee will be held in January 2016, at which time a budget calendar will be developed which will allow the Finance Advisory Committee to deliver the FY 2016-17 budget to the Board in April 2016.

It was moved by Jim Perkins and seconded by Erin Johannesen to adopt the following resolution:

**BE IT RESOLVED** by the Governing Board of the Northwest Suburban Special Education Organization joint agreement in the County of Cook, State of Illinois, that the NSSEO Finance Advisory Committee is hereby appointed to prepare a tentative budget for said Joint Agreement for the fiscal year beginning July 1, 2016 and ending June 30, 2017, which tentative budget shall be filed with the Secretary of this Governing Board responsible for the administration of this joint agreement.

On roll call vote: Krinsky, Perkins, Johannesen, Botwinski, McAtee and Fiarito. Nays: None

### EFFECTIVE INSTRUCTIONAL PRACTICES

Cathy Kostecki stated that NSSEO programs held Parent Teacher Conferences on Thursday, October 8<sup>th</sup> from 5:30-8:30 p.m. and on Friday, October 9<sup>th</sup> from 8:30-11:30 a.m. Parents were asked to provide feedback on what did and did not work well during parent-teacher conferences as well as feedback on how they support their child at home educationally. Survey results indicated that the majority of parents felt the conference exceeded their expectations. There were a wide variety of responses as to how often parents engaged in educational activities outside of the home, how often they help their child understand the content their child is learning at school and how often their child reads for fun. A parent-teacher conference survey indicating the results of the survey was included.

Continuing to provide opportunities for meaningful discussions with parents about their child's educational program fosters a shared responsibility that helps families actively support their child's learning and development.

### INFORMATION ITEMS

The following information items were presented: Professional Development update; position vacancies vs. current FTE enrollment; activity fund report; health insurance, TRS and IMRF wire transfers; first quarter financial report; and Program News: DHH Forest ELC/MacArthur Middle and Hersey High School.

### NEW BUSINESS

There was no new business to discuss.

### CLOSED SESSION

It was moved by Jim Perkins and seconded by Erin Johannesen to convene into closed session for the purposes 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 8:05 p.m. On roll call vote – Ayes: McAtee, Krinsky, Botwinski, Fiarito, Perkins, and Johannesen. Nays: None.

Anna Klimkowicz arrived at 8:14 and joined the meeting.

### REGULAR SESSION

It was moved by Jim Perkins and seconded by Debbi McAtee to adjourn the closed session and reconvene into open session at 8:20 p.m. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Johannesen, Fiarito, McAtee and Botwinski. Nays: None.

### ADJOURNMENT

It was moved by Erin Johannesen and seconded by Carol Botwinski to adjourn the November 4, 2015 regular meeting of the NSSEO Governing Board at 8:21 p.m. On roll call vote: Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Botwinski, Perkins and McAtee. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President