

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The June 1, 2016, meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 6:50 p.m. at Miner School, 1101 E. Miner Street, Arlington Heights, IL. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Erin Johannesen, Dennis Composto, Janice Krinsky, Anna Klimkowicz and Jim Perkins.

In attendance from the NSSEO staff were Judy Hackett, Julie Jilek and Cathy Kostecki. Also present was Alan Sruga, NSSEO legal counsel.

CLOSED SESSION

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to convene into closed session at 6:51 p.m. to discuss Litigation and Negotiations. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

REGULAR SESSION

It was moved by Jim Perkins and seconded by Debbi McAtee to adjourn closed session and reconvene into open session at 7:40 p.m. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz McAtee and Krinsky. Nays: None.

The June 1, 2016, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 7:47 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, Illinois. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Erin Johannesen, Dennis Composto, Janice Krinsky, Anna Klimkowicz and Jim Perkins.

In attendance from the NSSEO staff were Bryan Bolger, Cathi Ivack, Jack O'Neal, Jill Anderson, Kim Dungan, Mary Ann McGinn, Brian Weems, Nancy Milne, Pam Radford, Sheryl Goldman, Sue Mahoney, Greg Hill, Nancy D'Andrea, Judy Hackett, Julie Jilek and Cathy Kostecki. Also, present were administrative representatives Renee Erickson, District 211; and Marni Johnson, District 214. NSSEO Foundation Board of Director Lynn Davis, was present as well as NSSEA union officers John Bialek and Mary Cassin, as well as other NSSEO staff members and observers.

A moment of silence was taken in honor Kirk Student Araceli Allende (Cheli), who passed away earlier in the week.

MINUTES OF THE REGULAR SESSION DATED MAY 4, 2016

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the minutes of the regular session dated May 4, 2016. On roll call vote – Ayes: Fiarito, McAtee, Klimkowicz, Composto and Krinsky. Nays: None. Abstain: Botwinski, Johannesen and Perkins.

PUBLIC COMMENT

Roy McCampbell former NSSEO parent and self-proclaimed special education advocate congratulated the staff for a great year and considered NSSEO "top of the line". Mr. McCampbell also wanted to call attention to the Board that in his opinion non-member students attending NSSEO programs are not offered the same rights as member district students. He also stated that substantial income comes from non-member districts with no protection for termed placements.

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SHINING STARS/RETIREMENT RECOGNITION

Dr. Hackett provided a brief report on the retirement recognition held prior to the Board meeting which recognized seventeen retirees who collectively dedicated a total of 373 years to NSSEO. The retirees included, Carol Alexander, Deborah Baker, Karen Burger, Theresa DelPrincipe, Judy Elkyam, John Forde, Shelley Franks, Kathy Glickman, Sheryl Goldman, Michael Harwood, Linda Kaskel, Marilyn Rooney, Gretchen Socha, Sally Wallace, Marianne Wentzloff and Kathleen Wolke.

2016-17 GOVERNING BOARD REORGANIZATION ELECTION OF BOARD OFFICERS

Dr. Hackett asked the Nominations Committee (comprised of Dennis Composto, Debbi McAtee and Janice Krinsky) to present the proposed slate of Board officers. Debbi McAtee, speaking for the Committee, nominated Frank Fiarito for President; Anna Klimkowicz for Vice President and Carol Botwinski for Secretary of the NSSEO Governing Board. The nominees accepted.

Anna Klimkowicz moved for approval and Dennis Composto seconded the motion to accept the nominees as presented. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

ADOPTION OF EXISTING NSSEO BOARD POLICIES AND OPERATING PROCEDURES

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to adopt the existing NSSEO Board Policies and Operating Procedures. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

ADOPTION OF NSSEO GOVERNING BOARD MEETING DATES 2016-2017

NSSEO Governing Board meeting dates for 2016-2017 were presented. Two (2) Tuesday meetings were proposed due to conflicts with Wednesday dates.

It was moved by Anna Klimkowicz and seconded by Carol Botwinski to approve the Governing Board meeting date schedule for 2016-2017. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Perkins, Johannesen and Klimkowicz. Nays: None.

CONSENT AGENDA

Frank Fiarito asked if there were any items on the consent agenda that the board members wanted to remove for separate consideration. Janice Krinsky asked that the Personnel Transactions dated June 1, 2016 be voted on separately.

Consent agenda items consisted of the disbursement list dated June 1, 2016/Batch #1082; Procurement Card Automatic Payment; Personnel transactions dated June 1, 2016; Payroll expenditures by fund for the April 29th, May 13, 2016 payrolls; non-resident student placement requests; FY16 Wellness Program; and The University of Arizona Affiliation agreement.

DISBURSEMENT LIST DATED JUNE 1, 2016/BATCH #1082

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the disbursement list dated June 9, 2015, in the amount of \$2,120,628.01. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee, and Botwinski. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the debit transaction of \$19,655.37 to BMO Financial Group on June 10, 2016. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee, and Botwinski. On roll call vote Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the payroll expenditures by fund for the April 29th and May 13, 2016 payrolls. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee, and Botwinski. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUESTS

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the requests for placement of non-resident students at Miner School and Kirk School 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: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None.

FY16 WELLNESS PROGRAM

Julie Jilek provided a brief report on the NSSEO annual health screening which is an important part of the wellness program. A total of 277 people, an increase of 31.3% over last year participated. Of this year's participants, 46% indicated they have made positive lifestyle changes because of past participation in the health-screening program. The Wellness Screening Program has been a wonderful service that helps each participant understand his/her health in a way many never did before. NSSEO will continue to offer the Wellness Program through Wellness, Inc. during the FY17 school year.

THE UNIVERSITY OF ARIZONA AFFILIATION AGREEMENT

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the affiliation agreement between NSSEO and The University of Arizona for student teaching/practicum placements. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None.

PERSONNEL TRANSACTIONS DATED JUNE 1, 2016

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the personnel transactions dated June 1, 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: Perkins, Klimkowicz, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None. Abstain: Krinsky.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION ACT REQUESTS

Dr. Hackett stated that NSSEO received three (3) Freedom of Information Requests. One request was granted in part and denied in part, one request was denied and one request granted in full.

NSSEO GOVERNING BOARD ANNUAL REPORT 2015-16 - CONTINUOUS IMPROVEMENT PLAN

Dr. Hackett along with Cathy Kosteki and several administrators spoke to Board and provided highlights from the NSSEO Continuous Improvement Plan 2015-2016 Board Report. The report focused on the NSSEO accomplishments across programs, services and supports and the enhanced partnerships throughout 2015-2016 and reflected the growth toward the NSSEO Board goals established in July 2014. Dr. Hackett also stated that NSSEO was selected as one of the exemplary special education cooperatives in the state and Dr. Smith, Illinois State Superintendent visited NSSEO and participated in several student-led lessons that emulated the depth and person-centered approach that reflects our mission and core values. Future updates on the proposed next steps on the continuous process of improvement will be shared at the August 2016 Board meeting with the continual focus being the growth and success of NSSEO students and the ongoing partnerships it takes to nurture that success.

NATIONAL / STATE UPDATE

No new information was shared by Dr. Hackett on national and state educational issues.

NEEDS ASSESSMENT EDUCATOR SURVEY RESULTS 2016-17

Dr. Pam Radford presented the Needs Assessment Educator Survey results. Six hundred thirty (630) completed educator surveys were analyzed for trends relating to special education programming needs. Educators who completed the survey represented all eight-member districts, NSSEO programs and services and one private/parochial school and were from a multitude of disciplines and represented all grade levels from early childhood to transition. The survey content collaboratively developed by the NSSEO Professional Development Committee along with member district and program representatives included questions to prioritize professional development needs in the areas of curriculum/instruction, social emotional learning, multi-tiered system of support, collaborative problem solving, IEP best practices, autism, assistive and instructional technology and transition. Educator responses were analyzed across the main themes to identify general areas for professional learning and specific needs for coaching support. Expanding coaching opportunities to include more on-site modeling, observation and feedback to further support application of skills in the targeted areas of behavior and autism will be incorporated in professional development sessions.

NEEDS ASSESSMENT PARENT SURVEY RESULTS 2016-17

Dr. Pam Radford presented the Needs Assessment Parent Survey results. Five hundred thirty-three (533) completed parent surveys were analyzed for trends related to special education programming needs. Parents who completed the survey represented all grade levels, from Pre-K to Transition, with the high school levels representing the highest percentage and transition with the lowest percentage. The survey collaboratively developed by the NSSEO Parent Advisory Committee (PAC) along with member district and program representatives included 18 questions pertaining to the delivery of special education services, and professional development needs. Information learned from the survey will guide practices related to IEP process, communication and partnerships, transition planning and topics for parent engagement across identified needs through a school, family and community partnership approach. NSSEO will continue to focus on fostering parent engagement across identified needs through a school, family and community partnership approach.

NSSEO HUMAN RESOURCES UPDATE

RESOLUTION TO HONORABLY DIMISS LEAST SENIOR EDUCATIONAL SUPPORT PERSONNEL

Upon motion by Anna Klimkowicz and seconded by Jim Perkins the NSSEO Governing Board approved to adopt the resolution to dismiss least senior educational support personnel as a result of the decision to decrease the number of budgeted positions and/or discontinue some particular type of educational support services. On roll call - Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Composto, Botwinski, Perkins and McAtee. Nays: None.

SCIENCE FAIR

Cathy Kostecki shared that the fourth annual NSSEO Science/STEM Fair was held on Tuesday, May 10th at Kirk School giving NSSEO students an opportunity to showcase their knowledge in the field of science. The twenty-two (22) student's projects varied from hatching chickens to kinetic energy. Cathy expressed a special thank you to Mary Ann McGinn, Pam Guio, Joan Obial, Karen Fidler, Kim Dungan, and Jill Anderson for their countless hours in planning, set up and clean up of the event. Cathy also recognized this year's judges, Erin Johannesen, Jim Platt, Dick Mortensen, Bryan Dickey and Eric Kostecki for their time and dedication while interviewing the students and completing the Judges' Scoring Sheets. The judges' comments and feedback to the classrooms were very insightful and supportive. The students and staff were commended for all their hard work and effort in making the Science Fair a resounding success.

NSSEO BUSINESS DEPARTMENT UPDATE

NSSEO FOUNDATION UPDATE

Lynn Davis, NSSEO Foundation President updated the Board on the activities the Foundation. Currently the Foundation is in-between Fundraisers and working on their By-Laws. Foundation members will be attending Community events throughout the summer and will be having their election of officers for the upcoming year.

FY2015-2016 BUDGET REVISIONS

Julie Jilek explained that the FY15-16 budget revisions adjust the individual program budgets to accommodate the changes that have occurred since the budgets were prepared in June of 2015. Overall, there was a slight budget increase of 3.48% as a result of additional revenue and expenditures reflecting an increase in student enrollment and Board approved staffing increases during the 2015-16 school year.

Upon motion by Anna Klimkowicz and seconded by Janice Krinsky, the NSSEO Governing Board approved the 2015-2016 budget revisions as presented. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Composto, Krinsky, Klimkowicz and Perkins Nays: None.

FY2016-2017 BUDGET RATIFICATION

Julie Jilek reported that, as each member district has taken a vote on the approval of the FY16-17 proposed NSSEO budget by this NSSEO Governing Board meeting, a directed vote was in order.

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to ratify the 2016-17 budget by directed vote. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito, and Botwinski. Nays: None.

FY2016-2017 FEDERAL GRANT APPLICATIONS

Julie Jilek informed the Board that ISBE requires IDEA and Preschool flow through grants, including member districts, be filed electronically. As soon as ISBE announces that the FY 2015-2016 grants are available in IWAS, flow through grants can begin to be entered by member districts, approved by the district superintendent, and then submitted to NSSEO. The NSSEO Business Office will compile all applications and submit the entire packet together. The IDEA Flow-Through and Preschool grants have been included in the proposed NSSEO 2016-17 budget.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the transmittal of the FY 2016-2017 IDEA and Preschool Flow-Through grants to ISBE when the electronic system becomes available. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

PREVAILING WAGE RESOLUTION

Julie Jilek presented a listing of prevailing wages, along with a certificate and resolution, the latter of which were identical to the certificate and resolution acted on in past years. Only the prevailing wages were new. She stated that per Illinois Revised Statutes, Chapter 48, Section 38 S-4, public bodies were required to pay not less than the prevailing wage on construction projects.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve and adopt the listing of prevailing wage rates and approve the certificate and resolution of compliance. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Krinsky, Johannesen and Perkins Nays: Klimkowicz and Composto. Abstain: None.

RESOLUTION TO PAY CERTAIN EXPENDITURES IN THE ABSENCE OF A REGULAR BOARD MEETING

Julie Jilek stated that at each NSSEO Board meeting, the Governing Board authorizes the payment of payroll, bills and other obligations incurred by the District. At times, the NSSEO Governing Board may not hold a regularly scheduled meeting or the Board may not be able to conduct business because of a quorum not being present. Since NSSEO will continue to incur expenses and obligations that are due for payment, it was recommended the Board authorize the Assistant Superintendent-CSBO to approve the timely payment of certain expenses by the Treasurer. These expenses must fall within the NSSEO budget and would include: payroll for District personnel; critical vendor payments for utilities,

transportation, contracted services, supplies, and equipment. The Disbursement List will be sent out to all Governing Board members for their review prior to payment.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the resolution allowing the Assistant Superintendent-CSBO to pay in a timely manner certain expenses as presented that will be incurred when the Board will not hold a regular meeting or when a quorum is not present. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

MEDICAID FEE FOR SERVICE ILLINOIS SERVICE AGREEMENT RENEWAL

Julie Jilek stated that NSSEO is currently under contract with Go Solutions, Inc. as its third party vendor for Medicaid Fee for Service services. The one-year Illinois Service Agreement will expire on June 30, 2016 and is up for renewal. For the FY17 school year, Go Solutions' pricing will remain the same as it is currently.

Upon motion by Anna Klimkowicz and seconded by Jim Perkins the NSSEO Governing Board approved to enter into a one-year Illinois Service Agreement with Go Solutions Group, Inc. for the term of July 1, 2016 through June 30, 2017. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Perkins, Johannesen and Klimkowicz. Nays: None.

FY 2016-17 STAFFING PLAN REVISIONS

MINER SCHOOL

Cathy Ivack stated that enrollment at Miner School continues to grow for the 2016-2017 school year. The addition of an Academic Design Strategist would support the vision and mission of Miner School by supporting student needs through the design of specialized programming in a safe, positive, supportive and trusting environment. The Academic Design Strategist would provide coaching and professional development to teachers as well as collaborative problem solving based on new initiative and data analysis.

It was moved by Anna Klimkowicz and seconded by Jim Perkins to approve the request for an additional 1.0 FTE Academic Design Strategist for Miner School for the 2016-2017 school year. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None

D/HH PROGRAM AT FOREST EARLY LEARNING CENTER

Sheryl Goldman informed the Board that student enrollment at the Forest Early Learning Center has increased by two (2) since the initial 2016-2017 ELC projection. The additional students require intense developmental, language, listening, and speech instruction/intervention. In order to cover these learning needs, an additional teacher is needed and would be assigned to work with students who just recently started school.

It was moved by Debbi McAtee and seconded by Anna Klimkowicz to approve the request for an additional 1.0 FTE teacher at Forest Early Learning Center for the 2016-2017 school year. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Composto, Botwinski, Perkins and McAtee.

PART-TIME CAFETERIA WORKERS AT MINER AND TIMBER RIDGE SCHOOLS

Julie Jilek stated that beginning with the 2016-2017 school year, NSSEO will be expanding the breakfast/lunch program at Kirk School to serve students at Kirk, Miner, and Timber Ridge Schools. The need for part-time Cafeteria Workers at Timber Ridge and Miner Schools are needed to successfully run the program.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the request for two (2) part-time Cafeteria Workers for the 2016-2017 school year. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Composto, Krinsky, Klimkowicz and Perkins. Nays: None.

INFORMATION ITEMS

The following were presented as information items: Program highlights, which included a flyer from Sunrise Lake Outdoor Education Center, Timber Ridge, D/HH and Speech-Language and Assistive Technology Program; Professional Development Programs; position vacancies vs. current FTE enrollment; activity fund report dated 4/1/16 to 4/30/16; and NSSEO Health Insurance, TRS and IMRF wire transfers.

NEW BUSINESS

There was no new business to discuss.

CLOSED SESSION

It was moved by Frank Fiarito and seconded by Anna Klimkowicz to convene into closed session at 8:51 p.m. 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)] at 8:24 p.m. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

CLOSED SESSION ADJOURNMENT

It was moved by Jim Perkins and seconded by Deb McAtee to adjourn the closed session and reconvene into open session at 9:26 p.m. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

FY 17 SALARY INCREASES FOR CLERICAL, CUSTODIAL, FOOD SERVICE AND TECHNOLOGY

A motion was made by Dennis Composto to approve the Clerical, Custodial, Food Service and Technology FY 17 salary increases. No second was received. Motion failed, no vote was taken.

FY 17 BENEFITS FOR CLERICAL, CUSTODIAL, FOOD SERVICE AND TECHNOLOGY

It was moved by Jim Perkins and seconded by Frank Fiarito to approve the proposed benefits for the clerical, custodial, food service and technology employee group as presented with the exception of the retirement benefits. The retirement benefits will be revisited once the NSSEA/ESP bargained agreement for 2016-17 has been ratified. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

ADMINISTRATORS' CONTRACT EXTENSIONS

A motion to approve the Administrators' Contract extensions was not received. No vote was taken.

REVIEW OF CLOSED SESSION MINUTES

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

TERMINATION PERSONNEL TRANSACTIONS

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to terminate the employment of the employee as presented. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Composto, Botwinski, Perkins and McAtee. Nays: None.

ADJOURNMENT

It was moved by Jim Perkins and seconded by Carol Botwinski to adjourn the June 1, 2016, regular meeting of the NSSEO Governing Board at 9:31 p.m. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Composto, Krinsky, Klimkowicz and Perkins. Nays: None.

Carol Botwinski, Secretary

Frank Fiarito, President

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brdmtg july 2016
minutes 6.1.16