

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

The February 3, 2016, meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 7:00 p.m. at NSSEO Administration, 799 West Kensington Road, Mt. Prospect, IL. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Erin Johannesen, Dennis Composto, Janice Krinsky, and Anna Klimkowicz. Jim Perkins was absent at the start of the meeting.

In attendance from the NSSEO staff were Bryan Bolger, Cathi Ivack, Brian Weems, Jill Anderson, Kim Dungan, Mary Ann McGinn, Melissa Swanson, Nancy D'Andrea, Nancy Milne, Pam Radford, Sheryl Goldman, Sue Mahoney, Judy Hackett, Julie Jilek, and Cathy Kostecki. Others in attendance were administrative representatives Donald Angelaccio, District 23; Renee Erickson, District 211; Marni Johnson, District 214; NSSEO staff members; Nancy Baarman, PAC members, Beth Anne Ausenhemer, Mary Ellsworth, Nancy Naranjo, Kelly O'Malley-Sherkey, Barb Tobias, Beth Dowd and Jennifer Walsh; Lynne Davis, NSSEO Foundation President; Mary Cassin, NSSEA and several NSSEO students and families.

### MINUTES OF REGULAR AND CLOSED SESSIONS DATED JANUARY 6, 2016

It was moved by Carol Botwinski and seconded by Debbi McAtee to approve the minutes of the regular session dated January 6, 2016. On roll call vote - Ayes: Composto, Johannesen, Krinsky, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

### PUBLIC COMMENT

There was no public comment.

### TIMBER RIDGE HIGHLIGHTS

Principal Brian Weems and Nancy Milne, Assistant Principal of Timber Ridge along with student Nicholas Casfa, introduced their new newsletter called *Timber Ridge Highlight*. Nicholas was featured in the Music Therapy section and recited the poem he had written.

Jim Perkins arrived at 7:06 p.m.

### SPOTLIGHT ON NSSEO SHINING STARS

NSSEO's Parent Advisory Committee (PAC) reflects strong and sustainable family-school partnerships that have a systemic and sustained effect on learning outcomes for students and on school improvement. The dedicated PAC members, Beth Anne Ausenhemer (D21), Maria Bellantuono (D214) Beth Dowd (D214), Mary Ellsworth (D214), Angie Kubiak, (D23, D214), Nancy Naranjo (D57), Kelly O'Malley-Sherkey (D26), Barb Tobias (D211) and Jenifer Walsh (D59), advise and provide input to NSSEO administration on matters specific to communication, organizational structure and goals, and legislations, as well as to serve as ambassadors to the larger NSSEO parent community.

NSSEO values the ongoing school-family partnership that fosters engagement in collaborative decision making, connection to resources and student centered growth as the core focus.

### 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 February 2016/Batch 1000, disbursement list dated February 2016/Batch 1009, procurement card automatic payment; personnel transactions dated February 3, 2016; payroll expenditures by fund for the January 15, 2016 payroll, non-resident student placement requests; and Creighton University Affiliation Agreement.

### DISBURSEMENT LIST DATED FEBRUARY 2016/BATCH 1000

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the disbursement list dated February 2016/Batch 1000, in the amount of \$308,370.05. On roll call vote - Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

### DISBURSEMENT LIST DATED FEBRUARY 2016/BATCH 1009

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the disbursement list dated February 2016/Batch 1009, in the amount of \$1,685,762.38. On roll call vote - Ayes: Johannesen, Composto, 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 debit transaction of \$6,013.98 to BMO Financial Group on February 10, 2016. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

### PERSONNEL TRANSACTIONS DATED FEBRUARY 3, 2016

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the personnel transactions dated February 3, 2016, which included the hiring and termination of staff (a copy of which is made a part of these minutes) as presented. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. 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 January 15, 2016 payroll. On roll call vote - Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

### NON-RESIDENT STUDENT PLACEMENT REQUEST

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

### CREIGHTON UNIVERSITY OT PRACTICUM AFFILIATION AGREEMENT

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the OT Practicum/Affiliation Agreement between NSSEO and Creighton University for clinical experience placements. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

### SUPERINTENDENT'S REPORT

#### FREEDOM OF INFORMATION

Dr. Hackett stated that NSSEO had received three (3) requests under the Freedom of Information Act and provided the requested information.

### NATIONAL/STATE NEWS

Dr. Hackett provided an update on the on-going work in progress at the National and State level; review of ESSA; concerns on how the state will roll out ESAA; funding conversations; and preparing for a presentation for Fed-ED.

### NSSEO MID-YEAR PROGRESS REPORT ON BOARD GOALS FY 2015-16

Dr. Hackett provided a mid-year report highlighting several of the action steps taken thus far on the multi-year plan of developing and incorporating a broader systems approach to the evolving structures within programs, districts and partnership efforts. NSSEO's Board goals were approved at the August 2014 Board meeting. Goal 1 - Continuous Improvement: Problem Solving, Performance Evaluation, Instructional Practices, Assessment, Transition Process, School Safety and Security, iStar/IEP Training and Technology; Goal 2 – Student Achievement: Social/Emotional, Self Determination, Literacy and Math; Goal 3 – Partnerships: Communication Matrix Community of Practice, ENGAGE.CONNECT.GROW ; and Goal 4 – Fiscal Responsibility: NSSEO Budget/Facility Plan Further alignment and articulation of activities.

Continued efforts on the areas reviewed and additional highlights and student data summaries will be included in the final report provided in June 2016.

### PROFESSIONAL DEVELOPMENT PROGRAMS

Dr. Pam Radford shared a power point presentation highlighting the January Institute Day sessions. The presentation contained video clips of educators sharing what they learned from the sessions and how they plan to incorporate in their districts. This year the sessions were extended to 3:30 incorporating full and half day sessions which allowed districts some flexibility and to find substitutes accordingly.

### NSSEO HUMAN RESOURCES DEPARTMENT UPDATE

#### POLICY COMMITTEE FIRST READING

Cathy Kosteki stated that the Policy Committee met on Wednesday, February 3<sup>rd</sup> to review and discuss the suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy Manual. The committee made their recommendations to the Board for any changes or adoption of policies as presented. The policies will be presented for a second reading and approval at the March 2, 2016 NSSEO Board meeting.

### NSSEO BUSINESS DEPARTMENT UPDATE

#### NSSEO FOUNDATION UPDATE

Lynn Davis, President of the NSSEO Foundation stated that February is a busy month. Beginning February 1<sup>st</sup> through February 12<sup>th</sup>, orders will be taken for the Danish Kringle Sale. Bob Hess, Director of the NSSEO Foundation will once again be participating in a 13K cross country fundraising experience benefiting the NSSEO Foundation and the 44<sup>th</sup> Annual Spring Showcase of Arts and Crafts at Kirk School will be on March 5<sup>th</sup> and March 6<sup>th</sup>.

### FINANCE ADVISORY COMMITTEE UPDATE

Julie Jilek presented highlights of the January 26, 2016 meeting of the Finance Advisory Committee, at which enrollment projections, staffing projections and reserves were reviewed as well as other factors with potential impact on the budget. The next Finance Advisory Committee meeting is scheduled for March 2nd.

### NSSEO FOOD SERVICE PROGRAM HIGHLIGHTS AND FOCUS FOR FY17

Julie Jilek stated that NSSEO participates in the National School Breakfast/Lunch Program and offers students free, reduced and purchased lunches daily. Currently, Kirk School is the only NSSEO program that runs its own food service program. For many years NSSEO has contracted with District 214 to provide lunches for students at Miner and Timber Ridge Schools. During the summer of 2015, as a result of

construction, NSSEO expanded the lunch program to also include Miner and Timber Ridge students. Recently, NSSEO administration met with the NSSEO food service team to explore the benefits of expanding the program implemented during the summer of 2015. The team found several anticipated advantages in NSSEO running its own food service program at Miner and Timber Ridge. Beginning with the 2016-2017 school year, NSSEO is planning to expand the lunch program to include Miner and Timber Ridge Schools.

#### PILOT TRANSPORTATION UPDATE

Julie Jilek shared that the pilot transportation route for Timber Ridge School which began on December 7, 2015 has been very successful. A second route started the week of February 1<sup>st</sup>.

#### INFORMATION ITEMS

Newsletters from the Speech-Language/Assistive Technology Program, and Sunrise Lake Outdoor Education Center and the Kirk Alumni Basketball flyer were presented.

Other informational items included: position vacancies/current FTE enrollment; the activity fund report dated 12/1/15 - 12/31/15; NSSEO Health Insurance, TRS and IMRF wire transfers; second quarter financial report; and VAC/STEP Grant increases for 2015-2016.

#### NEW BUSINESS

Frank Fiarito asked all Board members to review their districts' calendars to see what date in June would be available for the NSSEO Board meeting. Currently, the Board meeting conflicts with Timber Ridge's graduation ceremony.

#### CLOSED SESSION

It was moved by Janice Krinsky and seconded by Jim Perkins to convene into closed session for the purposes 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)] at 8:10 p.m. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Composto, Krinsky, Johannesen and Perkins. Nays: None.

#### REGULAR SESSION

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to adjourn the closed session and reconvene into open session at 8:48 p.m. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

#### ADJOURNMENT

It was moved by Erin Johannesen and seconded by Anna Klimkowicz to adjourn the February 3, 2016 regular meeting of the NSSEO Governing Board at 8:50 p.m. On roll call vote: Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Perkins, Johannesen and Klimkowicz. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President