

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

The August 7, 2019, regular meeting of the NSSEO Governing Board was called to order by President Janice Krinsky, at 6:01 p.m., at the NSSEO Administration Center, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board members Carol Botwinski, Erin Johannesen, Frank Fiarito, Dist. 26 Board Alternate, and Millie Palmer.

### CLOSED SESSION

It was moved by Frank Fiarito and seconded by Millie Palmer to convene into closed session at 6:02 pm 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: Johannesen, Krinsky, Palmer, Fiarito and Botwinski. Nays: None

Brian Maye arrived at 6:22 pm.

### CLOSED SESSION ADJOURNMENT

Janice Krinsky directed the Board out of closed session and reconvene into open session at 6:58 p.m.

### REGULAR SESSION

In attendance from the NSSEO staff were Brian Weems, Nancy Milne, Cathi Ivack, Colleen Clifford, Julie Eagan, Erik Brekke, Christine Pasquesi, Becky Dusek, Sue Mahoney, Mike Browning, Gavin McGinn, Molly Dunne, Melissa Swanson, Stacy Colgan, Judy Hackett, Julie Jilek, Heather Miehl and Brad Carter. Also in attendance were administrative representatives Renee Erickson, District 211; Marni Johnson, District 214; NSSEA Representatives, John Bialek and Gina Lozano and members of the NSSEO Maintenance team.

### PUBLIC COMMENT

There was no public comment.

### NSSEO SHINING STARS – NSSEO MAINTENANCE TEAM

Julie Jilek introduced Mike Browning, NSSEO Buildings and Grounds Supervisor, and the NSSEO maintenance team who were recognized as this month's shining stars. The entire maintenance team worked diligently to keep NSSEO buildings and facilities running smoothly throughout the school year as well as supporting, moving and assisting in the complex transition of the Kirk and Miner School program redesign. The physical environment of school buildings and grounds is a key factor in the overall health and safety of students, staff and visitors. NSSEO truly appreciates their dedication to go above and beyond to provide a positive learning environment.

### CONSENT AGENDA

Janice Krinsky asked if there were any items on the consent agenda that the NSSEO Governing Board members wanted to remove for separate consideration. Consent agenda items consisted of Minutes of the Regular and Closed Sessions dated June 26, 2019; Disbursement List dated July 2019/Voucher #1000; Disbursement List dated August 2019/Voucher#1008; Procurement Card Automatic Payment – July 2019; Annual Approval of 2018-19 Activity Fund; Personnel Transactions dated August 7, 2019; Payroll

Expenditures by Fund Dated June 14<sup>th</sup>, June 27<sup>th</sup>, June 28<sup>th</sup> and July 15, 2019; Grand Canyon University Affiliation Agreement; and Aurora University Affiliation Agreement.

MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED JUNE 26, 2019

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the Minutes of the Regular and Closed Sessions dated June 26, 2019. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

DISBURSEMENT LIST DATED JULY 2019/VOUCHER #1000

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the disbursement list dated July 2019/Voucher #1000 in the amount of \$838,240.69. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

DISBURSEMENT LIST DATED AUGUST 2019/VOUCHER #1008

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the disbursement list dated August 2019/Voucher #1008 in the amount of \$1,413,048.85. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT, JULY 2019

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the debit transaction of \$30,043.48 to BMO Financial Group on August 16, 2019. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

ANNUAL APPROVAL OF THE 2018-19 ACTIVITY FUND

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the Activity Fund Report for the time period July 1, 2018 to June 30, 2019. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

PERSONNEL TRANSACTIONS DATED AUGUST 7, 2019

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the personnel transactions dated August 7, 2019 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: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

PAYROLL EXPENDITURES BY FUND FOR JUNE 14<sup>th</sup>, JUNE 27<sup>th</sup>, JUNE 28<sup>th</sup> AND JULY 15, 2019

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the Payroll Expenditures by Fund for the June 14<sup>th</sup>, June 27<sup>th</sup>, June 28<sup>th</sup> and July 15, 2019 payrolls as part of the consent agenda. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

GRAND CANYON UNIVERSITY AFFILIATION AGREEMENT

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the affiliation agreement between NSSEO and Grand Canyon University as part of the consent agenda. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

AURORA UNIVERSITY AFFILIATION AGREEMENT

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the affiliation agreement between NSSEO and Aurora University as part of the consent agenda. On roll call vote – Ayes: Fiarito, Botwinski, Maye, Krinsky, Johannesen and Palmer. Nays: None.

Anna Klimkowicz arrived at 7:07 pm.

## SUPERINTENDENT'S REPORT

### NATIONAL/STATE UDDATES

Dr. Hackett shared information from the summer which included Board meetings at the national and state levels. In all the meetings, Dr. Hackett attended the theme emerged around special education funding and the compounding impact on local districts across the country. Work continues across various organizations to advocate the needs of students with more significant and higher cost needs to advance their educational growth and expand life opportunities.

### CALENDAR OF EVENTS

Dr. Hackett shared some upcoming events happening around NSSEO.

### BOARD SELF-EVALUATION UPDATE

Dr. Hackett stated that we are still working on finding a date the last week in January that will work for the NSSEO Board to complete the IASB Board Members Self-Evaluation.

### NSSEO EDUCATIONAL SERVICES UPDATE

#### DISTRICT PLANNING OVERVIEW

Heather Miehl provided an update on the various meetings and activities that were conducted during the summer preparing for the upcoming school year. Heather highlighted some key points from the Curriculum Planning Committee, the 2 day Leadership Retreat held at Sunrise Lake Outdoor Ed Center, and new staff orientation where over 40 staff and administrators engaged in team building activities and professional learning in the various programs and buildings. Heather also shared that NSSEO is excited to partner with four new Administrative Representatives from our member districts who play an important role in enhancing our efforts to provide valuable high quality programs and services to our districts and families.

#### PROFESSIONAL DEVELOPMENT OVERVIEW

Heather Miehl introduced Stacy Colgan, NSSEO Professional Learning Coordinator. Stacy highlighted some upcoming professional development trainings that NSSEO will be providing to our NSSEO staff members and families as well as our member districts.

### NSSEO HUMAN RESOURCES UPDATE

#### TIMBER RIDGE STAFFING RECOMMENDATION

Brad Carter stated that since the development of the staffing plan and FY20 budget, a slight personnel adjustment is needed to the Timber Ridge staffing plan to address the increase in student enrollment.

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the request for an additional 2.0 FTE of Educational Support Personnel (ESP) for Timber Ridge for the 2019-2020 school year. On roll call vote – Ayes: Krinsky, Palmer, Johannesen, Botwinski, Maye, Klimkowicz and Fiarito. Nays: None.

#### DISTRICT FACILITY DEPTARMENT PERMANENT SUB RECOMMENDATION

Julie Jilek stated that NSSEO continues to explore opportunities to improve programming in a cost-effective manner for NSSEO member districts. The NSSEO leadership team is recommending the additional position to hire a permanent sub with the skills to provide support across the areas of transportation, maintenance, food service and technology when personnel are absent, prioritizing the needs of students.

It was moved by Anna Klimkowicz and seconded by Brian Maye to approve the request for the 1.0 FTE District Facility Department Permanent Sub position. On roll call vote – Ayes: Maye, Krinsky, Botwinski, Fiarito, Palmer, Johannesen and Klimkowicz. Nays: None.

### NSSEO POLICY COMMITTEE UPDATE-SECOND READING

Brad Carter shared that the NSSEO Policy Committee met on Wednesday, June 26, 2019 to review the suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy Manual, and presented the revisions for a first reading at the June 26, 2019 NSSEO Governing Board meeting.

It was moved by Frank Fiarito and seconded by Millie Palmer to adopt the proposed policies as presented. On roll call vote – Ayes: Palmer, Klimkowicz, Krinsky, Maye, Johannesen, Fiarito and Botwinski.

### NSSEO BUSINESS DEPARTMENT UPDATE

#### NSSEO FOUNDATION UPDATE

Julie Jilek shared the upcoming Foundation activities including a Bingo night fundraiser on November 13<sup>th</sup> at the Ale House in downtown Arlington Heights. Julie will share more details when they become available.

#### FACILITY UPDATE

Julie Jilek updated the Board on the development of projects across the coop. Julie highlighted the progress on the Miner School Accessible/Inclusive Playground which included the announcement that NSSEO is the recipient of a state-wide Community Economic Development grant and will be receiving \$410,000 for the playground project. NSSEO has also reached out to the Arlington Heights Park District, District 25 and NWSRA as potential partners in a larger joint project. The NSSEO Greenhouse at Miner School renovations are underway with new durable roofing and walls funded through the NSSEO Foundation. Julie highlighted the building enhancements and renovations which provide positive learning environments.

#### 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 Brian Maye and seconded by Anna Klimkowicz to approve the accounting of building improvements for FY 2018-2019 at the Kirk, Gillet and Administration building properties. On roll call vote - Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Maye, Botwinski and Palmer. Nays: None.

#### RECAP OF ANNUAL ACCOUNTING FOR BUILDING IMPROVEMENTS

Julie Jilek stated the withdrawal agreements structured for District 54 and District 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 former member's equity position in the event a property is sold. Julie provided the NSSEO Governing Board with a recap of the building improvement ledger deductions from FY 1995-1996 through FY 2017-2018 for District 54 and District 15 by property.

#### INFORMATION ITEMS

The following items were presented at information items: Position Vacancies; Activity Fund Report dated June 2019; Activity Fund Report dated July 2019; NSSEO Health Insurance, TRS and IMRF Wire Transfers June 2019; the Fourth Quarter Financial Report; Professional Development Sessions, and STEP Contract Increase FY19-20 were provided as information items.

#### NEW BUSINESS

There was no new business to discuss.

ADJOURNMENT

It was moved by Frank Fiarito and seconded by Millie Palmer to adjourn the August 7, 2019 regular meeting of the NSSEO Governing Board at 8:05 p.m. On roll call vote – Ayes: Botwinski, Johannesen, Fiarito, Maye, Krinsky, Klimkowicz and Palmer. Nays: None.

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Carol Botwinski, Pro Tem Secretary

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Janice Krinsky, President

**PERSONNEL TRANSACTIONS  
AUGUST 7, 2019 MINUTES**

<b>PROGRAM</b>	<b>NAME</b>	<b>POSITION</b>	<b>DESCRIPTION</b>	<b>EFFECTIVE DATE</b>
<b>NEW HIRE ASSIGNMENT</b>				
Central Admin	Jakobsze, Karen	Bus Driver	Filled Vacancy	2019-2020
D/HH Various Programs	Blaylock, Anne	.80 Audiologist	Filled Vacancy	2019-2020
Kirk School	Cummings, Carly	Occupational Therapist	Filled Vacancy	2019-2020
Kirk School	Jauch, Kasey T	Adapted PE Teacher	Filled Vacancy	2019-2020
Kirk School	Meserve, Sharon	Psychologist	Filled Vacancy	2019-2020
Kirk School	Rhee, Jane	LBS1	Filled Vacancy	2019-2020
Kirk School	Robideau, Leah K	Instructional Coach	Filled Vacancy	2019-2020
Miner School	Hale, Jenna M	Classroom Aide	Filled Vacancy	2019-2020
Miner School	SotoGutierrez, Jesse	Classroom Aide	Filled Vacancy	2019-2020
Timber Ridge School	Freeman, John	LBS1	Filled Vacancy	2019-2020
Timber Ridge School	Koerkel, Pam	Social Worker	Filled Vacancy	2019-2020
<b>STAFF TERMINATION</b>				
Kirk School	Botefuhr, William	Classroom Aide	Resignation	7/31/2019
Kirk School	Caprio, Elizabeth	Classroom Aide	Resignation	7/22/2019
Kirk School	Figel, Morgan	Classroom Aide	Resignation	7/22/2019
Kirk School	Greenberg, Scott	Classroom Aide	Resignation	8/1/2019
Kirk School	Johnson, Pamela	Classroom Aide	Resignation	8/1/2019
Kirk School	Mariscal, Alex	Classroom Aide	Resignation	6/13/2019
Kirk School	Poulos, Jennifer	Classroom Aide	Resignation	8/2/2019
Kirk School	Sanchez, Monica	Classroom Aide	Resignation	7/22/2019
Professional Development	Bair, Kristyn	District Coach	Accepted another position	7/22/2019
Timber Ridge School	Schiestel, April	Social Worker	Resignation	5/30/2019
Timber Ridge School	Woody, Alyssa	LBS1	Personal Reasons	6/13/2019
<b>STATUS CHANGE</b>				
Timber Ridge School	VINDAS GONZALEZ, ANA	Bilingual Assistant	From: LOA To: Active	2019-2020