

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

The January 9, 2019, regular meeting of the NSSEO Governing Board was called to order by President Janice Krinsky, at 6:36 p.m. at the NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL. Present were Governing Board Members, Deb McAtee, Carol Botwinski, Erin Johannesen, Frank Fiarito, Brian Maye, Anna Klimkowicz and Alva Kreutzer.

### CLOSED SESSION

It was moved by Anna Klimkowicz and seconded by Alva Kreutzer to convene into closed session at 6:37 p.m. 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: Maye, Johannesen, Krinsky, Kreutzer, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

### REGULAR SESSION

Janice Krinsky directed the Board out of closed session and into regular open session at 7:14 p.m. On roll call vote – Ayes: Johannesen, Maye, Kreutzer, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Nancy Milne, Cathi Ivack, Jennifer Browning, Sue Mahoney, Erik Brekke, Alison Dauernheim, Melissa Swanson, Rebecca Dusek, Gavin McGinn, Michael Browning, Pam Guio, Pam Radford, Judy Hackett, Julie Jilek, Heather Miehl and Danielle Carter. Also in attendance were administrative representative Renee Erickson from District 211, NSSEA Representatives, John Bialek, Eileen McEnerney and David Cosby. The NSSEO Shining star recipient, family members and District 23 staff, members of the D/HH Academic Bowl team were also present.

### PUBLIC COMMENT

There was no comment from the audience.

### D/HH ACADEMIC BOWL HIGHLIGHTS AN BOARD ACTIVITY

Melissa Swanson, D/HH Coordinator, introduced three members from the Deaf and Hard of Hearing Academic Bowl Team who have advanced to compete at Nationals at Gallaudet University in Washington D.C. this February. The team challenged the NSSEO Governing Board members to a mini-bowl competition.

### SPOTLIGHT ON NSSEO STARS

Brian Weems, Principal of Timber Ridge School introduced Isaac Spiegel, a second grade student from District 23. Isaac was recognized for his exceptional growth in the area of social emotional learning. Isaac began the process of integrating back to his home school of Betsy Ross, and due to his hard work, significant growth and success is now attending Betsy Ross full time. Isaac shared with the Board the techniques he utilizes that allowed him to achieve his goal.

### CONTINUOUS IMPROVEMENT PLAN HIGHLIGHTED FOCUS

#### GOAL 2: STUDENT CENTERED LEARNINGS ENVIRONMENT: SOCIAL EMOTIONAL LEARNING

This month's focus targeted building the proficiency of educators to support the social emotional learning and behavioral needs of students. Brian Weems, Principal of Timber Ridge School reported that each year, Timber Ridge transitions between 20-25% of their students back to their homeschool

in some capacity. Mr. Weems shared that this is accomplished in a variety of ways, with an emphasis on teaching students to be reflective and accountable for their behavior and actions, forcing a high bar which supports the high rate of success for students both at Timber Ridge and while transitioning back to their homeschool. Timber Ridge staff employ many systemic, school wide strategies to support students' social emotional growth.

#### CONSENT AGENDA

President Krinsky asked if there were any items on the Consent agenda that Board members wished to have removed for separate consideration. There were none. Consent agenda items consisted of the Minutes of Regular Session dated December 5, 2018; Disbursement List dated January 2019/Voucher #1109; Procurement Card Automatic Payment; Personnel Transactions dated January 9, 2019; Payroll Expenditures by Fund dated November 30<sup>th</sup>, December 14<sup>th</sup>, and December 28, 2018 payrolls; and the Affiliation Agreement between Elmhurst College and NSSEO.

#### MINUTES OF THE REGULAR SESSION DATED DECEMBER 5, 2018

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the minutes of the regular session dated December 5, 2018. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Kreutzer. Nays: None.

#### DISBURSEMENT LIST DATED JANUARY 2019/VOUCHER #1109

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the disbursement list dated January 2019/Voucher #1109, in the amount of \$1,455,094.94. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Kreutzer. Nays: None.

#### PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the debit transaction of \$15,820.00 to BMO Financial Group on January 10, 2019. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Kreutzer. Nays: None.

#### PERSONNEL TRANSACTIONS DATED JANUARY 9, 2019

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the personnel transactions dated January 9, 2019, which included the hiring and termination of staff (a copy of which is attached). On roll call vote - Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Kreutzer. Nays: None.

#### PAYROLL EXPENDITURES BY FUND

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the payroll expenditures by fund for the November 30<sup>th</sup>, December 14<sup>th</sup>, and December 28, 2018 payrolls. On roll call vote - Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Kreutzer. Nays: None.

#### AFFILIATION AGREEMENT BETWEEN ELMHURST COLLEGE AND NSSEO

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the Affiliation Agreement between Elmhurst College and NSSEO for the purpose of providing learning and clinical experiences. On roll call vote – Ayes: Johannesen, Hineman, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

#### SUPERINTENDENT'S REPORT

#### FREEDOM OF INFORMATION ACT REQUEST

Dr. Hackett stated that NSSEO had received a request under the Freedom of Information Act and that the information requested was granted in part and denied in part.

### RESOLUTION REGARDING ISBE PROCEDURAL CHANGE IN THE ALLOCATION OF IDEA FLOW-THROUGH AND PRE-SCHOOL FUNDS

Dr. Hackett stated that at the last NSSEO Governing Board meeting, discussion regarding the IDEA Resolution resulted in the decision to spend additional time to address questions that arose regarding the request to extend the timeline for 12 months. Follow up district level meetings were conducted addressing the questions and minor revisions were made to the Resolution. Dr. Hackett stated that as a strong, influential cooperative in Illinois with a responsibility to reflect the needs and positions of our member districts, NSSEO continues to believe this is an important request for ISBE to consider.

It was moved by Anna Klimkowicz and seconded by Brian Maye to approve the Resolution Regarding ISBE Procedural Change in the Allocation of IDEA Flow-Through and Pre-School Funds. On roll call vote – Ayes: Krinsky, Kreutzer, Johannesen, Botwinski, McAtee, Maye, Klimkowicz and Fiarito. Nays: None.

### ELECTRONIC BOARD DOCUMENTS

Christy Crabtree, NSSEO Director of Innovative Learning and Technology stated that NSSEO is currently reviewing several web-based Board packet products that will allow for easier compilation, submission and distribution of the NSSEO Board packets. More information will be provided and NSSEO will be asking Board members for their feedback.

### STEELCASE ACTIVE LEARNING PARTNERSHIP

Dr. Hackett shared that in the spring of 2016, NSSEO was awarded one of thirteen Steelcase Active Learning Grants. The grant included \$67,000 of 21<sup>st</sup> century furniture, design review, installation, onsite training and a Learning Environment Evaluation measurement tool. The grant also included a research component that examined the impact of flexible learning environments on student engagement, on-task behavior, collaboration and communication. Since receiving the grant, NSSEO has formed a strong partnership with Steelcase by presenting at annual conferences, symposiums and webinars. NSSEO's Continuous Improvement Plan includes two goals that connects to this partnership of student-centered learning environments and collaborative partnerships.

### NSSEO BUSINESS DEPARTMENT UPDATE

#### STANDARD MILEAGE RATE

Julie Jilek reported effective January 1, 2019 the IRS rate for travel has been increased to 58 cents per mile, up two and a half (2.5) cents from the 2018 rate.

It was moved by Erin Johannesen and seconded by Alva Kreutzer to reimburse mileage at 58 cents per mile. On roll call vote – Ayes: Maye, McAtee, Krinsky, Botwinski, Fiarito, Kreutzer, Johannesen and Klimkowicz. Nays: None.

#### KIRK SCHOOL WINDOW REPLACEMENT PROJECT BID OPENING

Julie Jilek stated at the June 6, 2018 NSSEO Governing Board meeting, the NSSEO Governing Board approved the retention of \$500,000 for the purpose of window replacement at Kirk School and on August 7, 2018, the NSSEO Board granted permission for NSSEO to go out for bid on the Kirk School Window Replacement Project. On December 19, 2018, NSSEO received three (3) sealed bids. Tria Architecture, Inc. reviewed the qualifications and references of the low bid contractor, Midstate Spring Tite, Inc., and has found no evidence which would disqualify them from being awarded the contact for this work.

It was moved by Anna Klimkowicz and seconded by Alva Kreutzer to enter into a contract with Midstate Spring Tite, Inc. for the Window Replacement Project at Kirk School for a total cost of \$468,610.00. On roll call vote – Ayes: Kreutzer, Klimkowicz, Krinsky, Maye, Johannesen, Fiarito, McAtee and Botwinski. Nays: None.

### CHANGE OF EMPLOYEE ASSISTANCE PROGRAM PROVIDER

Julie Jilek shared that in July 2017, NSSEO switched its Employee Assistance Program provider from Workplace Solutions to ACI Specialty Benefits since it was provided as a part of the insurance program with Employee Benefits Cooperative (EBC). While there was no cost to join ACI Specialty Benefits, all services were provided through a Fee for Service model. Over the past two years, NSSEO has found the services through ACI to be costly and difficult to access when needed. NSSEO believes it is important to provide support to staff and their families with personal and/or work related challenges that may impact their job performance, health, mental and emotional well-being. NSSEO is recommending returning to a full service model with Workplace Solutions since it was very pleased with their services.

It was moved by Alva Kreutzer and seconded by Anna Klimkowicz to enter in a Services Agreement with Workplace Solutions for Employee Assistance Program Services at \$1.59 per employee per month effective January 2019 for a two-year period of time. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Maye, Botwinski, Kreutzer and McAtee. Nays: None.

### APPOINTMENT OF BOARD FINANCE COMMITTEE MEMBERS

Julie Jilek asked for one or two Board members to volunteer to serve on the Finance Advisory Committee for the FY20 budget preparation. Frank Fiarito and Janice Krinsky volunteered to serve on the Finance Advisory Committee.

### NSSEO EDUCATIONAL SERVICES UPDATE

Heather Miehle shared information with the Board regarding professional learning across NSSEO. Heather stated that NSSEO is proud to provide leadership and professional learning to special educators across the state, within our member districts, and the employees of NSSEO. Heather stated that NSSEO is offering Professional Learning in a variety of ways – remembering the important part of learning is not just numbers, but is ever evolving. Over the past five years NSSEO has been steadily building and embedding coaching supports.

### HUMAN RESOURCES DEPARTMENT UPDATE

#### EMPLOYMENT SEPARATION, GENERAL RELEASE AND WAIVER OF CLAIMS AGREEMENT

Danielle Carter stated that NSSEO received a request for an Employment Separation, General Release and Waiver of Claims Agreement which would rescind the Governing Board's prior action for Non-Renewal of Contract for Rebecca A Mancini. Upon approval, the Governing Board will accept Ms. Mancini's written resignation from NSSEO employment. It was moved by Frank Fiarito and seconded by Alva Kreutzer to approve the Employment Separation, General Release and Waiver of Claims Agreement with Rebecca Mancini. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Maye, Krinsky, Klimkowicz and Kreutzer. Nays: None.

#### ADDRESSING THE SUBSTITUTE SHORTAGE – THINKING OUTSIDE THE BOX

Danielle Carter shared information on the current substitute shortage at NSSEO. U.S. Census data revealed that less than one in 10 Americans pursuing higher education devoted their studies to education. Currently NSSEO sub fill rates average 53%. NSSEO is currently toward the low end of pay for non-licensed substitutes at \$90/per day. NSSEO will implement several new changes to the substitute program and is suggesting two monetary enhancements to increase the substitute pool.

1. It was moved by Frank Fiarito and seconded by Deb McAtee to approve the January and End of the Year Bonuses for Substitutes of \$60 for 30 days worked, \$100 for 45 days worked and \$150 for 55 days worked. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Kreutzer, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.
2. It was moved by Erin Johannesen and seconded by Frank Fiarito to approve the increase in ESP Substitute rate to \$100 per day. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Kreutzer, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

INFORMATION ITEMS

Information items included: Professional Development Training Schedule; Position Vacancies/Current FTE Enrollment; Activity Fund Report dated 11/1/18-11/30/18; Activity Fund Report dated 12/1/18 – 12/31/18; and NSSEO Health Insurance, TRS and IMRF wire transfers.

NEW BUSINESS

No new business.

ADJOURNMENT

It was moved by Alva McAtee and seconded by Deb McAtee to adjourn the January 9, 2019, regular meeting of the NSSEO Governing Board at 8:44 p.m. On roll call vote – Ayes: Johannesen, Maye, Kreutzer, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

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Deb McAtee, Secretary

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Janice Krinsky, President

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Attachment

brdmtg feb19  
minutes of 1.09.19

**NSSEO PERSONNEL TRANSACTIONS**  
**January 9, 2019 MINUTES**

<b>PROGRAM</b>	<b>EMPLOYEE</b>	<b>POSITION</b>	<b>DESCRIPTION</b>	<b>EFFECTIVE DATE</b>
<b>CURRENT EMPLOYEE ASSIGNMENT</b>				
Miner School	ANDREOZZI, JACKIE	Classroom Aide	Transfer from Kirk to Miner	12/13/2018
<b>EXTRA DUTY</b>				
Kirk School	BRANICK, LISSETTE	Classroom Aide	Bus Aide Substitute (as needed) 2hrs per day	12/7/18-5/31/19
Kirk School	CASTILLO, DALLAS	Occupational Therapist	CBI Afterschool Assistance	12/7/18-5/31/19
Kirk School	GARCIA, ESMERALDA	Classroom Aide	Bus Aide Substitute (as needed) 2hrs per day	12/10/18-5/31/19
Kirk School	HERNANDEZ, JILLIAN	Classroom Aide	Suburban Driver Substitute (as needed)	12/14/18-5/31/19
Kirk School	MANDEL, MICHELLE	Classroom Aide	Suburban Driver Substitute/Bus Aide Substitute (as needed)	12/10/18-5/31/19
Kirk School	SANCHEZ, MONICA	Classroom Aide	Cheerleading Assistant Coach/Basketball Assistant Coach (20hrs)	11/28/18-5/31/19
Kirk School	TROST-REKICH, JULIE	Classroom Aide	Bus Aide Substitute (as needed) 2hrs per day	12/10/18-5/31/19
Kirk School	ZATEK, AGNIESZKA	Classroom Aide	Bus Aide Substitute (as needed) 2hrs per day	12/10/18-5/31/19
Miner School	BALCERAK, NICHOLAS	LBS1	Special Olympics Snowshoeing Coach	12/10/18-1/26/19
Miner School	BARRAGAN, MERANDA	Classroom Aide	Guys Night Chaperone	11/16/2018
Miner School	BROKAMP, RYAN	Building Assistant	Guys Night Chaperone	11/16/2018
Miner School	CALVERT, KRISTEN	LBS1	Guys Night Chaperone/Mini Grant Planning	9/20/18-11/28/18
Miner School	GREENBERG, SCOTT	Classroom Aide	Special Olympics Basketball Coach	12/3/18-2/1/19
Miner School	HENNESSY, LAUREN	LBS1	Special Olympics Snowshoeing Coach	12/10/18-1/25/19
Miner School	HERMAN, MICHAEL	Classroom Aide	Guys Night Chaperone	11/16/2018
Miner School	JOHNSON, KIMBERLY	LBS1	Special Olympics Snowshoeing Coach	12/10/18-1/26/19
Miner School	KRAMER, MAURA	SLP	Special Olympics Snowshoeing Coach	12/10/18-1/25/19

PROGRAM	EMPLOYEE	POSITION	DESCRIPTION	EFFECTIVE DATE
Miner School	MAMMAS, JOANNA	Employment Specialist	Bus Aide Substitute (as needed) 2hrs per day	11/29/18-5/31/19
Miner School	MCENERNEY, EILEEN	LBS1	Guys Night Chaperone/Snowshoeing Coach	11/16/18 - 1/26/19
Miner School	MILAZZO, MATTHEW	LBS1	Hours Beyond Regular Contract	12/18/2018
Miner School	OLSON, LAUREN	Academic Design Strategist	NVCI Training	12/7/2018
Miner School	RIPOLI, PEGGY ANN	Classroom Aide	Guys Night Chaperone	11/16/2018
Miner School	ROWAN, MAUREEN	Classroom Aide	Guys Night Chaperone	11/16/2018
Miner School	SCHAFFER, EVYN	LBS1	Bus Aide Substitute (as needed) 2hrs per day	12/6/18-5/31/19
Miner School	WOJTOWICZ, NATALIE	LBS1	Campout Chaperone	12/6/2018
Miner School	YABLON, HALEE ROSE	Café Worker	Guys Night Chaperone	11/16/2018
Riley-RTMS	LEWENSKY, MEGAN	DHH Teacher	Before/After School Events	12/3/18-5/31/19
Timber Ridge School	FUEHRING, MADELINE	Classroom Aide	Child Care for Parenting Class	12/17/18-5/31/19
Timber Ridge School	MENDELSON, JAMES	Classroom Aide	Cooking Club	12/5/18-5/31/19
Timber Ridge School	ORTIZ, MARCO	1:1 Bilingual Assistant	Cooking Club	12/5/18-5/31/19
Timber Ridge School	PETERSON, BARBARA	Social Worker	Working as needed to fill vacancy	12/4/18-5/31/19
Timber Ridge School	STOCK, ELLEN O'BRIEN	Classroom Aide	Bus Driver Training	1/12/2019
Timber Ridge School	VILLANUEVA, ANGELICA	1:1 Bilingual Assistant	Homework Club	12/6/18-5/31/19
<b>NEW HIRE ASSIGNMENT</b>				
Kirk School	ANDREZZI, JACKIE	Classroom Aide	Vacant	12/10/2018
Kirk School	OHM, CAROL	Classroom Aide	Vacant	1/7/2019
Kirk School	WERDERITCH, JOSEPH	Classroom Aide	Vacant	1/7/2019
Kirk School	WILLIAMS, MARY	Certified Occupational Therapy Assistant	Vacant	1/7/2019
Miner School	KATZ, BRIAN	Behavior Specialist	Vacant: Stamer	1/7/2019
Miner School	MAURELLA, DOMINIC	LBS1	Vacant	1/7/2019
Miner School	PINEDO, VERONICA	Classroom Aide	Vacant	12/3/2018
Miner School	SCHWENDINGER, ARLENE	Classroom Aide	Vacant	1/7/2019
Miner School	SHUKRI, SUHAR	Classroom Aide	Vacant	1/7/2019
Professional Development	FRANKLIN, ROBYN	Professional Development Admin Assistant	Vacant: Riopel	11/26/2018
Tech Central	MUKHOPADHYAY, SHALINI	Technology Network Assistant	Vacant: Fidler	12/10/2018
Timber Ridge School	GOFF, CARLY	Classroom Aide	Vacant	11/26/2018
Transportation	SIMON, MARY	Bus Driver	Vacant: New Position	12/13/2018
<b>STAFF TERMINATION</b>				
Kirk School	O GRADY, NEIL	Classroom Aide	Resignation Received	12/21/2018

PROGRAM	EMPLOYEE	POSITION	DESCRIPTION	EFFECTIVE DATE
Miner School	BARRAGAN, SAMANTHA	Classroom Aide	Returning to School	12/31/2018
Miner School	NAKIC, THOMAS I	Classroom Aide	Accepted another position	12/17/2018
NSSEO Admin	CIENKUS, BRIDGET K	P.T. HR Assistant	Personal Reasons	12/20/2018
Timber Ridge School	CHAN, GABIE	Classroom Aide	Accepted another position	11/30/2018
Timber Ridge School	SCHMITTLE, RYAN ALEXANDER	Classroom Aide	Resignation Received	12/21/2018
Timber Ridge School	SWENSON, NICOLE JEAN	Psychologist	Personal Reasons	12/5/2018
<b>STATUS CHANGE</b>				
Kirk School	CHOMOR, AMBER MARIE	Classroom Aide	From: FMLA To: Active	11/19/2018
Kirk School	KRYGER, JULIA MARIE	Classroom Aide	From: Paid To: Stop Pay	12/20/2018
Kirk School	MAYER, LOUISE THERESA	Classroom Aide	From: Active To: FMLA (sporadic)	12/4/2018
Miner School	CHRISTENSEN, DEBRA A	Classroom Aide	From: Active To: FMLA	11/12/2018
Miner School	SALAZAR, ROMULO F	Bilingual Assistant	6% Retirement Increase (1st of 3) Retiring June 2021	2018-2019
Timber Ridge School	FOLTZ, LYNN MARY	School Nurse	6% Retirement Increase (1st of 3) Retiring June 2021	2018-2019
Timber Ridge School	KAMINSKY, JODY MILNE	LBS1	6% Retirement Increase (1st of 3) Retiring June 2021	2018-2019
Timber Ridge School	WEEMS, BRIAN	Principal	From: FMLA To: Active	11/26/2018
Transportation	ENSLEY, VALERIE	Bus Driver	From: Stop Pay To: LOA	12/6/2018