

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The November 6, 2019, meeting of the NSSEO Governing Board was called to order by President Janice Krinsky at 7:00 p.m. at the NSSEO Administration building, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members Debbie McAtee, Carol Botwinski, Erin Johannesen, Brian Maye, Robert Rognstad, Anna Klimkowicz and Millie Palmer.

In attendance from the NSSEO staff were Bryan Bolger, Erik Brekke, Christine Pasquesi, Sue Mahoney, Becky Dusek, Nancy D'Andrea, Cathi Ivack, Julie Egan, Colleen Clifford, Brian Weems, Nancy Milne, Molly Dunne, Gavin McGinn, Mike Browning, Stacy Colgan, Judy Hackett, Julie Jilek and Brad Carter. Also present were Administrative Representatives Kim Cline, District 21; and Renee Erickson, District 211. NSSEA Representatives John Bialek, Tom Jaslikowski, Eileen McEnerney and Meghan Cassady; Pam Guio, Joan Obial, several NSSEO Kirk staff members and parents, and Kevin Smith from Eder, Casella & Co. were also in the audience.

SPECIAL RECOGNITION

Aligned to NSSEO's vision of *Building a Promising Future for Students*, Senator Ann Gillespie and Representative Mark Walker were recognized as the esteemed NSSEO 2019 Bridge Builder Award Honorees. Dr. Hackett stated that their passion, ideas, collective efforts and tremendous influence continues to contribute to the important linkages and changes critical for future career and life planning for our students. Dr. Hackett thanked Senator Gillespie and Representative Walker for opening the door of possibilities for NSSEO through the customized Inclusive Accessible Playground Project for Miner School.

Brad Carter, Director of Human Resources and Communications shared that November 15th is National School Board Member Day. Students from across NSSEO programs designed a one-of-a-kind puzzle piece to represent their member districts' connection to NSSEO. Brad stated that NSSEO is fortunate to have a supportive Governing Board that always puts the needs of children first and supports us by "connecting the pieces" to impact our NSSEO community.

PUBLIC COMMENT

Mrs. Lisa Smiley, parent of a Miner School student addressed the Board regarding the Kirk/Miner Redesign. Mrs. Smiley shared her concerns regarding lack of communication, safety concerns, and staff shortages.

Amber Burke, parent of a Kirk student shared her sentiments on how Kirk School has been the pinnacle for her son's academic growth, advocating self-help. Ms. Burke emphasized the need for increased communication and transparency with regards to concerns at Kirk School this year.

Anne Coupe parent of 2 Kirk students shared how happy she was with the placement of her children at Kirk. Ms. Coupe shared her concerns regarding safety for the staff at Kirk School and asked for an open communication approach with parents, staff and the Board working together to find solutions to issues once they present themselves.

FY2018-2019 AUDIT REPORT

The 2018-2019 audit was completed by Eder, Casella & Co. NSSEO's Audited Financial Statements and Federal Audit were completed and electronically submitted to the Illinois State Board of Education, the Federal Audit Clearinghouse and the Regional Superintendent's Office. The audit was prepared on

an accrual basis and does not contain any findings. Julie stated that Kevin Smith was present to answer any questions.

Mr. Kevin Smith assured the Board that full cooperation was received by 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.

Robert Rognstad requested that the Board have additional time to review the audit since it was not included in the packet and no one had time to review the report. After a brief discussion, Janice Krinsky and Robert Rognstad agreed to form an Audit Committee that will meet prior to the December Board meeting. The recommendation for approval of the FY2018-2019 Audit Report was tabled.

CONSENT AGENDA

Janice Krinsky asked if there were any items on the consent agenda that a Board member would like to remove for separate consideration. There were none. Consent agenda items consisted of Minutes of the Regular Session dated October 2, 2019; Disbursement List dated November 2019/Voucher #1060; Procurement Card Automatic Payment; Personnel Transactions dated November 6, 2019; Payroll Expenditures by Fund for the September 30, 2019 and October 15, 2019 payrolls; and Non-Resident Student Placement Requests.

MINUTES OF THE REGULAR SESSION DATED NOVEMBER 6, 2019

It was moved by Anna Klimkowicz and seconded by Deb McAtee to approve the minutes of the regular session dated October 2, 2019. On roll call vote – Ayes: Johannesen, Maye, Palmer, Botwinski, Rognstad, Klimkowicz, McAtee and Krinsky. Nays: None.

DISBURSEMENT LIST DATED NOVEMBER 2019/VOUCHER #1060

It was moved by Anna Klimkowicz and seconded by Deb McAtee to approve the disbursement list dated November 2019/Voucher #1060, in the amount of \$1,027,464.40. On roll call vote – Ayes: Johannesen, Maye, Palmer, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Deb McAtee to approve the debit transaction of \$37,268.87 to BMO Financial Group on November 16, 2019. On roll call vote – Ayes: Johannesen, Maye, Palmer, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED NOVEMBER 6, 2019

It was moved by Anna Klimkowicz and seconded by Deb McAtee to approve the personnel transactions dated November 6, 2019, 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, Maye, Palmer, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Anna Klimkowicz and seconded by Deb McAtee to approve the payroll expenditures by fund for the September 30, 2019 and October 15, 2019 payrolls. On roll call vote – Ayes: Johannesen, Maye, Palmer, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUESTS

It was moved by Anna Klimkowicz and seconded by Deb McAtee to approve the placement of non-resident students at Miner and Kirk Schools the 2019-20 school year with all educational costs to be paid by the students' district of residence. On roll call vote – Ayes: Johannesen, Maye, Palmer, Botwinski, Klimkowicz, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FEDERAL UPDATES

Dr. Hackett shared with the Board that current Federal priorities continue to challenge the likelihood of any increase to educational funding, based on the debates over defense spending and the discrepancy between the House Bill that supported IDEA full funding and the Senate Bill on level funding.

STATE HIGHLIGHTS

Dr. Hackett stated that over the past several weeks, continued legislative efforts as an engaged member of the Boards of IASA/IAASE and ED RED, have been important during a quite veto session as we continue to address bills that positively or negatively impact needs of our districts and NSSEO.

KIRK-MINER REDESIGN UPDATE

Dr. Hackett shared that one of NSSEO's goals last year was that beginning in the 2019-2020 school year, Kirk Campus would serve students in High School and through their transition years in the Connection Center, and Miner School would serve students in Early Childhood through Grade 8. Dr. Hackett provided a written first quarter update of the progress on the program redesign. Dr. Hackett stated monthly updates will be provided to NSSEO families from Miner and Kirk focusing on Instructional Design, Positive and Safe Learning Environment, Professional Learning, and Facilities and Resources. Board discussion identified some of the associated challenges and important next steps through staff and parent input to address and advance the important work ahead.

EDUCATIONAL SERVICES UPDATE

Christy Crabtree, Director of Innovative Learning and Technology for NSSEO provided an update on Goal 3 Student-Centered Learning Environment of the NSSEO Continuous Improvement Plan for the 2019-2020 School Year which states that NSSEO will provide a supportive professional learning environment that promotes growth for all. Christy shared information on the adoption, launch and implementation of our on-line learning platform, Canvas and other initiatives within the Innovative Learning Department designed to enhance school to home communication and classroom instruction. The Innovative Learning Department continues to lead the way with 21st century learning to enhance teaching and learning in NSSEO.

HUMAN RESOURCES DEPARTMENT UPATE

NSSEO POLICY COMMITTEE UPDATE-SECOND READING

Brad Carter, Director of Human Resources and Communication for NSSEO stated the NSSEO Policy Committee met on Tuesday, September 3, 2019 to review suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy Manual. Policy 2:230 Public Participation at Governing Board Meetings and Petitions to the Board was presented at the October 2, 2019 NSSEO Board meeting but was pulled for further review by NSSEO legal counsel.

It was moved by Millie Palmer and seconded by Deb McAtee to approve Policy 2:230 Public Participation at Governing Board Meetings and Petitions to the Board as presented. On roll call vote – Ayes: Rognstad, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Palmer. Nays: None.

MINER STAFFING REQUEST

Brad Carter shared that since the development of the FY20 Budget and Staffing Plan for Miner School, a slight adjustment is needed to address an increased need of related service minutes. Currently, the enrollment has grown to 75 students with additional students being considered for the program in upcoming months. An additional .20 FTE Occupational Therapist and .20 FTE Physical Therapist would provide the appropriate staff/student ratios to address the additional students' needs and related service minutes.

It was moved by Brian Maye and seconded by Anna Klimkowicz to approve the request for an additional .20 PT and .20 OT for Miner School for the 2019-2020 school year. On roll call vote – Ayes: Krinsky, Palmer, Johannesen, Botwinski, McAtee, Maye, Klimkowicz and Rognstad. Nays: None.

TIMBER RIDGE STAFFING REQUEST

Brad Carter stated that since the development of the FY20 Budget and Staffing Plan for Timber Ridge School an additional four (4) students have been enrolled. The request for an additional LBS1 would meet the instructional needs and IEP services of the additional students.

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve the request for an additional 1.0 FTE LBS1 for Timber Ridge School for the 2019-2020 school year. On roll call vote – Ayes: Maye, McAtee, Krinsky, Botwinski, Rognstad, Palmer, Johannesen and Klimkowicz. Nays: None.

KIRK STAFFNG REQUEST

Brad Carter stated that NSSEO is currently experiencing difficulty filling classroom aide positions, a challenge that is being faced by many districts in the Northwest suburbs and across Illinois. Recognizing this current reality, NSSEO has been brainstorming creative ways to address this issue impacting our programs. One solution that would address both program and student needs would be to hire two additional teachers in place of the unfilled classroom aide positions. The new teachers would serve in a supportive way to classrooms when teachers are absent and provide additional support where needed most.

It was moved by Robert Rognstad and seconded by Anna Klimkowicz to approve the request for two (2) Floating teachers in place of two (2) unfilled Classroom Aide positions for the remainder of the 2019-2020 school year. On roll call vote – Ayes: Palmer, Klimkowicz, Krinsky, Maye, Johannesen, Rognstad, McAtee and Botwinski. Nays: None.

NSSEO BUSINESS DEPARTMENT UPDATE

FY 2020-2021 NSSEO BUDGET RESOLUTION

Julie Jilek stated that the first meeting of the Finance Advisory Committee will be held in January 2020, at which time a budget calendar will be developed which will allow the Finance Advisory Committee to deliver the FY 2020-2021 budget to the Board in April 2020.

It was moved by Erin Johannesen and seconded by Deb McAtee 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, 2020 and ending June 30, 2021, 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 – Ayes: Klimkowicz, Rognstad, Krinsky, Johannesen, Maye, Botwinski, Palmer and McAtee. Nays: None

REVIEW OF NSSEO UNRESERVED FUND BALANCE

Julie Jilek stated that NSSEO continually assesses its programs and facilities to identify needs and incorporates necessary changes that address the needs of students, programs, and member districts. NSSEO annually budgets for facility maintenance and capital improvements reflected in its Five-Year Facility Plan.

In 2015, the NSSEO Facility Planning Committee was established to identify both short-term and long-term facility needs. One of the first tasks of the Committee was to identify needs, establish priorities, and

discuss potential methods of funding those priorities. As a result of this process, the Committee identified the programmatic need for a gym and elevator at Timber Ridge School as a high priority need. The NSSEO Governing Board has set aside \$4,457,312 for the purpose of constructing a gym and an elevator at Timber Ridge over the past 4 years.

At this time, the FY19 audit has been completed and presented to the Board. Responsible budgeting and spending has resulted in an FY19 member fund balance of \$1,265,058 and a non-member fund balance of \$545,928. The member fund balance of \$200,973 is attributed to unspent Timber Ridge and Gillet O&M funds.

It was moved by Brian Maye and seconded by Anna Klimkowicz to approve the retention of \$200,973 of unspent FY19 Timber Ridge and Gillet O&M member funds and \$545,928 of FY19 non-member revenue to set aside for future gym and elevator at Timber Ridge School. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Rognstad, Maye, Krinsky, Klimkowicz and Palmer. Nays: None.

It was moved by Deb McAtee and seconded by Millie Palmer to approve the retention of \$50,000 earmarked for curriculum resources. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Rognstad, Maye, Krinsky, Klimkowicz and Palmer. Nays: None.

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to refund the FY19 fund balance of \$969,754 to member districts. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Rognstad, Maye, Krinsky, Klimkowicz and Palmer. Nays: None.

FACILITY PLANNING UPDATE

Julie Jilek stated that the facility update was covered under the Kirk/Miner Program Redesign update.

TRANSPORTATION CONTRACT EXTENSION

Julie Jilek stated the NSSEO is currently in a one-year transportation contract extension with RichLee Vans, Inc. NSSEO has been in conversation with RichLee negotiating a one-year contract extension. RichLee is recommending a 3.75% increase on our current rates. NSSEO Administration believes the 3.75% for FY 20-21 is a reasonable rate increase.

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve administration to enter into a one-year contract extension with RichLee Vans, Inc., for the 2020-2021 school year based on a 3.75% increase to current rates. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Palmer, McAtee, Klimkowicz, Rognstad and Botwinski. Nays: None.

NSSEO FIRST DIVISION VEHICLE BID

Julie Jilek updated the Board on the expansion of NSSEO's small fleet of First Division vehicles for transporting students, which began the 2015-2016 school year. Julie stated that one of the vehicles is a 2002 Dodge Grand Caravan that is exhibiting rust and repair costs that exceed the value of the vehicle and NSSEO's intent is to trade in this vehicle. NSSEO has budgeted for the cost of two (2) additional student transportation vehicles.

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to grant permission for NSSEO to go out to bid for two (2) new First Division vehicles. On roll call vote – Ayes: Johannesen, Maye, Palmer, Botwinski, Rognstad, Klimkowicz, McAtee and Krinsky. Nays: None.

INFORMATION ITEMS

The following information items were presented: Position Vacancies; Budgeted vs. Current FTE Enrollment; Activity Fund Report; Health Insurance, TRS and IMRF Wire Transfers; First Quarter Financial Report; and Professional Learning Sessions.

NEW BUSINESS

There was no new business.

CLOSED SESSION

It was moved by Deb McAtee and seconded by Millie Palmer to convene into closed session 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 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 9:35 p.m. On roll call vote – Ayes: Rognstad, Botwinski, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Palmer. Nays: None.

RECONVENE INTO OPEN MEETING

It was moved by Anna Klimkowicz and seconded by Deb McAtee to adjourn the closed session and reconvene into open session at 9:47 p.m. On roll call vote – Ayes: Krinsky, Palmer, Johannesen, Botwinski, McAtee, Maye, Klimkowicz and Rognstad. Nays: None.

ADJOURNMENT

It was moved by Deb McAtee and seconded by Millie Palmer to adjourn the November 6, 2019 regular meeting of the NSSEO Governing Board at 10:33 p.m. On roll call vote: Ayes: Maye, McAtee, Krinsky, Botwinski, Rognstad, Palmer, Johannesen and Klimkowicz. Nays: None.

Deb McAtee, Secretary

Janice Krinsky, President