

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

The September 3, 2019, regular meeting of the NSSEO Governing Board was called to order by President Janice Krinsky at 7:00 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members, Debbi McAtee, Erin Johannesen, Robert Rognstad, and Anna Klimkowicz. District 23 Alternate Brian Greidanus and District 214 Alternate Lenny Walker were also present.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Gavin McGinn, Molly Dunne, Nancy D'Andrea, Rebecca Dusek, Kathleen McCord, Colleen Clifford, Erik Brekke, Christine Pasquesi, Christy Crabtree, Judy Hackett, Julie Jilek, Heather Miehl and Brad Carter. Administrative Representative, Reñee Erickson, District 211 and NSSEA representatives John Bialek, Meghan Cassady and Eileen McEnerney were also in attendance. Several NSSEO staff members, students and family members supporting the NSSEO Shining Star were also present.

### PUBLIC COMMENT

There was no public comment from the audience.

A moment of silence was observed in honor of Jacob Giambeluca, teacher at Kirk School who passed away.

### SUMMER SHINING STAR – BRIAN FUNK

Bryan Bolger explained that students from Miner School participated in a Career Development Continuum (CDC) program at Sunrise Lake Outdoor Education Center (SLOEC) during the Extended School Year program this summer. NSSEO Connections teacher, Robyn Schomburg led the Miner students as they developed their skills working on a wide variety of projects and successfully completing tasks. Brian Funk, a District 214 student demonstrated appropriate behaviors and initiative, communicated with supervisors, practiced flexibility, and led with on-time/on task behaviors. Brian was recognized as a leader in our NSSEO learning community for his leadership and willingness to be a role model to practice excellence.

Brian Maye arrived at 7:08 p.m.

### TENURE-CONTRACTUAL CONTINUED SERVICE 2019-2020

Brad Carter stated that 9 staff members, Eileen Brankatelli, Kristen Calvert, Trinidad Canas, Cindy Fairbanks, Damien Charo, Chelsie Grotelueschen, Caitlin Herman, Brittany Schmitt and Katherine Watts have successfully completed four (4) years of consecutive employment or have received a summative rating of excellent during the first three years of employment have been recommended for tenure.

It was moved by Anna Klimkowicz and Deb McAtee to place the 9 staff members on tenure with Northwest Suburban Special Education Organization. On roll call vote – Ayes: Johannesen, Maye, Walker, Greidanus, Rognstad, Klimkowicz, McAtee and Krinsky. Nays: None.

### NON-PROBATIONARY APPROVAL FOR NSSEO STAFF 2019-2020

Brad Carter stated that licensed staff completing four (4) years as a probationary employee will be granted non-probationary employment status at the beginning of their fifth year and be entitled to all benefits afforded by the NSSEA bargaining agreement for non-probationary employees. The program supervisor has recommended Janet Gallagher and Danielle Kneller be granted non-probationary employment status.

It was moved by Anna Klimkowicz and seconded by Brian Maye to grant the staff members non-probationary employment status with Northwest Suburban Special Education Organization. On roll call vote – Ayes: Rognstad, Greidanus, McAtee, Klimkowicz, Maye, Krinsky, Johannesen and Walker. Nays: None

#### IASBO DONATION TO NSSEO FOUNDATION

Dr. Dean Romano, current president of the Illinois Association of School Business Officials (IASBO), Mike Jacoby, Cathy Johnson, Dean Romano and Mark Altmayer presented Julie Jilek with a check in appreciation of her service on the IASBO Board of Directors. Ms. Jilek graciously accepted the check and shared her desire to donate the funds to the NSSEO Foundation to assist in the purchase of a handicapped accessible school bus to better serve NSSEO students to access the community.

#### CONSENT AGENDA

The President asked if there were any items on the consent agenda that board members would like to remove for separate consideration. Consent agenda items consisted of Minutes of the Regular and Closed Sessions dated August 7, 2019; Disbursement list dated September 2019/Voucher #1025; Procurement Card Automatic Payment; Personnel Transactions dated September 3, 2019; Payroll Expenditures by Fund dated July 30, 2019 and August 15, 2019; Annual Approval of Continuing Non-Resident Student Placements FY2019-2020; and a Non-Resident Student Placement Request.

#### MINUTES OF THE REGULAR SESSION AND CLOSED SESSION DATED AUGUST 7, 2019

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the minutes of the regular and closed sessions dated August 7, 2019. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

#### DISBURSEMENT LIST DATED SEPTEMBER 2019/VOUCHER #1025

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the disbursement list dated September 2019/Voucher #1025, in the amount of \$1,742,193.33. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

#### PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the debit transaction of \$49,492.41 BMO Financial Group on September 16, 2019. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

#### PERSONNEL TRANSACTIONS DATED SEPTEMBER 3, 2019

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the personnel transactions dated September 3, 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: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

#### PAYROLL EXPENDITURES BY FUND DATED JULY 30, 2019 AND AUGUST 15, 2019

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the payroll expenditures by fund for the July 30, 2019 and August 15, 2019 payrolls. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

#### ANNUAL APPROVAL OF CONTINUING NON-RESIDENT STUDENT PLACEMENTS FY2019-2020

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the continuation of the previously placed out-of-district students in NSSEO programs for the FY2019-2020 school year with all associated costs to be paid by the resident districts. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

#### NON-RESIDENT STUDENT PLACEMENT REQUEST

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the request for placement of a non-resident student at Miner School for the remainder of the 2019-2020 school year with all educational

costs to be paid by the student's district of residence. On roll call vote – Ayes: Maye, Johannesen, Krinsky, Walker, McAtee, Klimkowicz, Rognstad and Greidanus. Nays: None.

## SUPERINTENDENT'S REPORT

### FREEDOM OF INFORMATION REQUESTS

Dr. Hackett stated that a request under the Freedom of Information Act had been received. Dr. Hackett shared that NSSEO responded to the information requested.

### STATE/FEDERAL PRIORITIES

Dr. Hackett provided an update on new and ongoing Federal and State legislative issues.

### OPENING DAY HIGHLIGHTS

Dr. Hackett shared several highlights from this year's Opening Day Celebration entitled, "Adjusting Our Sails." The day included guest speeches by students, parents and Governing Board President Janice Krinsky. The keynote speaker, acclaimed author and educator, Dr. Tim Elmore, provided a captivating speech that emphasized the importance of our individual efforts, adjustment to changes and how the work we do positively impacts the lives of our students.

The morning also included NSSEO recognizing staff members who were celebrating years of service milestones of 10, 20 and 30 years and perfect attendance. In addition, three awards were presented to staff, parents, and community partners for their distinguished service to NSSEO. Jody Kaminsky, teacher at Timber Ridge received the *Heart of NSSEO Award*; Beth Anne and Doug Ausnehmer, parents of NSSEO students were presented with the *Legacy Award*; and Rich-Lee Corporation, a NSSEO community partner received the *Making a Difference Award*.

### 2019-2020 CONTINUOUS IMPROVEMENT PLAN UPDATE

Dr. Hackett shared a more detailed version of the 2019-2020 NSSEO Continuous Improvement Plan providing specifics around each goal and related objectives and associated indicators. Updates on the progress reflected through the dashboard indicators will be provided to our educational stakeholders throughout the year.

### EDUCATIONAL SERVICES UPDATE

### CONTINUOUS IMPROVEMENT GOAL UPDATE

### SUNRISE LAKE OUTDOOR EDUCATION CENTER ANNUAL REPORT

Bryan Bolger provided highlights on the impact of the many ongoing contributions of NSSEO staff whose efforts increased the number of learning opportunities at Sunrise Lake Outdoor Education Center (SLOEC). Bryan stated that NSSEO's vision, mission and goals are used by SLOEC as they focus on work to be done by providing visionary leadership in the field of experiential learning focuses on improving outcomes for all students.

### NSSEO HUMAN RESOURCES DEPARTMENT

Tenure and Non Probationary status awards were moved up in the meeting to allow staff members in attendance to leave the meeting earlier.

### POLICY COMMITTEE FIRST READING

Brad Carter shared that the NSSEO Policy Committee met on Tuesday, September 3<sup>rd</sup> to review the suggested changes made by PRESSPlus for revisions to the NSSEO Board Policy Manual. The committee made their recommendations to the Board for changes and/or adoptions of the policies and will present the policies for a second reading and approval at the October 2, 2019 NSSEO Board meeting.

## NSSEO BUSINESS DEPARTMENT UPDATE

### FOUNDATION NEWS

Julie Jilek stated The Foundation continues to work hard to raise funds to help support, engage and grow NSSEO programs and shared information on the Foundation Bingo Night coming this November. Julie stated that at the October Board meeting, mini-grant recipients will be announced.

### TRANSPORTATION IN-SERVICE COLLABORATION

Julie Jilek highlighted some of the events from the successful Transportation In-service for bus drivers and aides that took place on Monday, August 5<sup>th</sup> hosted by Township High School District 211's Conant High School.

### FACILITY UPDATE

Julie Jilek updated the Board on district wide facility projects. The Miner School Commons Air Conditioning project is moving forward as scheduled with an anticipated completion date by the end of October. The Miner School playground project was recently identified by the State as one of the priority projects to be funded right away through the Community Economic Development Grant. NSSEO has started the necessary paperwork for the project to move forward. Conversations continue regarding a potential partnership with the Arlington Height Park District in the playground project.

### NSSEO WHEELCHAIR ACCESSIBLE SCHOOL BUS PURCHASE

Julie Jilek stated that over the past three years, the NSSEO Foundation has continued to set aside funds to support goals identified in the NSSEO Continuous Improvement Plan for the purchase of a wheelchair accessible vehicle that would provide greater access and flexibility to educational and vocational opportunities. Currently, NSSEO's ability to provide access to these opportunities is limited to contractual agreements with our transportation carrier. Last year, NSSEO identified the vehicle that would meet the needs of NSSEO. Based on a thorough review and analysis, the purchase of a wheelchair accessible bus would eliminate the need for at least one stay-at-school bus allowing NSSEO to recoup some of the remaining funds needed to purchase the vehicle and result in significant long term cost savings.

It was moved by Robert Rognstad and seconded by Erin Johannesen to approve the allocation of \$14,695.44 towards the purchase of the Collins Low-Floor School bus. On roll call vote – Ayes: Krinsky, Walker, Johannesen, Greidanus, McAtee, Maye, Klimkowicz and Rognstad. Nays: None.

### INFORMATION ITEMS

Information items included: Position vacancies; NSSEO Health Insurance, TRS and IMRF Wire Transfers; Salary and Compensation Reports; Professional Learning Sessions/Overviews; Travel Reimbursement; FY19-20 IDEA & Pre-School Grant Approvals; and the Extended School Year 2019 Report.

### NEW BUSINESS

No new business.

### CLOSED SESSION

It was moved by Deb McAtee and seconded by Brian Maye 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 8:44 p.m. On roll call vote – Ayes: Maye, McAtee, Krinsky, Greidanus, Rognstad, Walker, Johannesen and Klimkowicz. Nays: None.

RECONVENE IN OPEN MEETING

It was moved by Anna Klimkowicz and seconded by Deb McAtee to adjourn the closed session and reconvene into open session at 9:12 p.m. On roll call vote – Ayes: Walker, Klimkowicz, Krinsky, Maye, Johannesen, Rognstad, McAtee and Greidanus. Nays: None.

MEMORANDUM OF UNDERSTANDING REGARDING TECHNOLOGY POSITIONS

Dr. Hackett stated that on February 22, 2019, NSSEO received an Order of Certification from the Illinois Educational Labor Relations Board that added the technology position to the existing bargaining unit. NSSEO and NSSEA agreed to establish terms and conditions of employment regarding technology positions under the existing NSSEA-ESP Collective Bargaining Agreement.

It was moved by Anna Klimkowicz and seconded by Brian Maye to approve the Memorandum of Understanding Regarding Technology Positions between the NSSEO Governing Board and NSSEA. On roll call vote – Ayes: Klimkowicz, Rognstad, Krinsky, Johannesen, Maye, Greidanus, Walker and McAtee. Nays: None.

ADJOURNMENT

It was moved by Deb McAtee and seconded by Robert Rognstad to adjourn the September 3, 2019 regular meeting of the NSSEO Governing Board at 9:30 p.m. On roll call vote – Ayes: McAtee, Greidanus, Johannesen, Rognstad, Maye, Krinsky, Klimkowicz and Walker. Nays: None.

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Deb McAtee, Secretary

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Janice Krinsky, President

**NSSEO PERSONNEL TRANSACTIONS**  
**SEPTEMBER 3, 2019 - MINUTES**

| PROGRAM                                        | NAME                           | POSITION                                         | DESCRIPTION                | EFFECTIVE DATE | SALARY          |
|------------------------------------------------|--------------------------------|--------------------------------------------------|----------------------------|----------------|-----------------|
| <b>Current Employee Assignment</b>             |                                |                                                  |                            |                |                 |
| Kirk School                                    | Nodal, Joshua                  | Building Assistant                               | From: Timber Ridge to Kirk | 2019-2020      | IV-4 \$22.88/hr |
| <b>New Hire Assignment</b>                     |                                |                                                  |                            |                |                 |
| Kirk School                                    | Bartjen, Colleen M             | Classroom Aide                                   | Filled Vacancy             | 8/19/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Butcher, Violet J              | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Cahill, Liam                   | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Capparelli, Laura C            | Psychologist                                     | Filled Vacancy             | 2019-2020      | V-16 \$82,829   |
| Kirk School                                    | DeHeve, Christy N              | Classroom Aide                                   | Filled Vacancy             | 8/20/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Fischer, Luke W                | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Foster, Ryan L                 | Classroom Aide                                   | Filled Vacancy             | 8/13/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Harmon, Anna                   | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Hess, Brian J                  | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Johnston, Anthony E            | Classroom Aide                                   | Filled Vacancy             | 8/19/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Kovacs-Langan, Silvia          | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Krawczyk, Allyson              | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Landmann, Rachel L             | Classroom Aide                                   | Filled Vacancy             | 8/26/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Lisitz, Jean                   | Classroom Aide                                   | Filled Vacancy             | 8/16/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Neri, Nora                     | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Kirk School                                    | Niemaszuk, Sophie              | Classroom Aide                                   | Filled Vacancy             | 8/16/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Odonnell, Mary A               | Classroom Aide                                   | Filled Vacancy             | 8/23/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Roman, Catherine               | Classroom Aide                                   | Filled Vacancy             | 8/19/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Swager, Donald E               | Classroom Aide                                   | Filled Vacancy             | 8/19/2019      | II-0 \$15.97/hr |
| Kirk School                                    | Taylor, Laura A                | Classroom Aide                                   | Filled Vacancy             | 8/16/2019      | II-0 \$15.97/hr |
| Miner School                                   | Brandt, Michelle D             | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Miner School                                   | Caprio, Toniann                | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Miner School                                   | Gutierrez-Hernandez,<br>Yazmin | Classroom Aide                                   | Filled Vacancy             | 2019-2020      | II-0 \$15.97/hr |
| Riley-RTMS                                     | Kallal, Mary                   | Part-Time (.20 FTE)<br>Speech/Language Therapist | Filled Vacancy             | 2019-2020      | III-18 \$16,018 |
| Professional Dev/Assistive<br>Tech to District | Coteus, Rylee                  | District Coach                                   | Filled Vacancy             | 8/26/2019      | III-10 \$60,309 |

| PROGRAM             | NAME                 | POSITION                  | DESCRIPTION                                | EFFECTIVE DATE | SALARY          |
|---------------------|----------------------|---------------------------|--------------------------------------------|----------------|-----------------|
| Timber Ridge School | Deppisch, Mikaela R  | Classroom Aide            | Filled Vacancy                             | 8/20/2019      | II-0 \$15.97/hr |
| Timber Ridge School | Gonzini, Jordan      | Classroom Aide            | Filled Vacancy                             | 9/3/2019       | II-0 \$15.97/hr |
| Timber Ridge School | Haas, Christine      | Classroom Aide            | Filled Vacancy                             | 2019-2020      | II-0 \$15.97/hr |
| Timber Ridge School | Wedell, Kaitlin R    | Classroom Aide            | Filled Vacancy                             | 2019-2020      | II-0 \$15.97/hr |
| <b>Pay Change</b>   |                      |                           |                                            |                |                 |
| DHH Itinerant       | Ithal, Christina     | DHH Teacher               | Lane Change-Additional Coursework Verified | 2019-2020      | III-23 \$92,849 |
| Kirk School         | Herbst, Susan        | School Nurse              | Lane Change-Additional Coursework Verified | 2019-2020      | IV-15 \$77,152  |
| Kirk School         | Jaslikowski, Thomas  | LBS1                      | Lane Change-Additional Coursework Verified | 2019-2020      | III-6 \$56,174  |
| Kirk School         | Loos, Emma           | LBS1                      | Lane Change-Additional Coursework Verified | 2019-2020      | II-5 \$50,811   |
| Kirk School         | Wilkinson, Vanessa   | Speech/Language Therapist | Lane Change-Additional Coursework Verified | 2019-2020      | V-15 \$80,453   |
| Miner School        | Borkowski, Joy       | School Nurse              | Lane Change-Additional Coursework Verified | 2019-2020      | IV-15 \$77,152  |
| Tech Central        | Obial, Joan          | Innovative Learning Coach | Lane Change-Additional Coursework Verified | 2019-2020      | IV-20 \$89,442  |
| Timber Ridge School | Jordahl, Chander     | LBS1                      | Lane Change-Additional Coursework Verified | 2019-2020      | II-3 \$48,128   |
| <b>TERMINATION</b>  |                      |                           |                                            |                |                 |
| Kirk School         | Dike, Carolyn        | Classroom Aide            | Resignation Received                       | 8/14/2019      |                 |
| Kirk School         | Fischer, Luke        | Classroom Aide            | Resignation Received                       | 8/8/2019       |                 |
| Kirk School         | GiambelUCA, Jacob    | LBS1                      | Deceased                                   | 8/19/2019      |                 |
| Kirk School         | Johnson, Pamela      | Classroom Aide            | Resignation Received                       | 8/1/2019       |                 |
| Kirk School         | Lyons, Conor         | Classroom Aide            | Resignation Received                       | 8/5/2019       |                 |
| Kirk School         | Myers, Michael       | Classroom Aide            | Resignation Received                       | 8/19/2019      |                 |
| Kirk School         | Norton, Nicholas     | Classroom Aide            | Resignation Received                       | 8/21/2019      |                 |
| Kirk School         | Perry, Patrice       | Classroom Aide            | Resignation Received                       |                |                 |
| Kirk School         | Poulos, Jennifer     | Classroom Aide            | Resignation Received                       | 8/2/2019       |                 |
| Kirk School         | Tatchoum, Anne Marie | Nurse                     | Resignation Received                       | 8/19/2019      |                 |
| Miner School        | Ferrier, Terese      | Classroom Aide            | Resignation Received                       | 8/5/2019       |                 |
| Riley-RTMS          | Moran, Kristin       | Speech/Language Therapist | Resignation Received                       | 8/5/2019       |                 |
| Timber Ridge School | Bowling, Devin       | Classroom Aide            | Resignation Received                       | 8/5/2019       |                 |

| PROGRAM              | NAME             | POSITION       | DESCRIPTION                                               | EFFECTIVE DATE | SALARY |
|----------------------|------------------|----------------|-----------------------------------------------------------|----------------|--------|
| Timber Ridge School  | Goff, Carly      | Classroom Aide | Resignation Received                                      | 8/5/2019       |        |
| Timber Ridge School  | Gregorich, Emily | Classroom Aide | Resignation Received                                      | 8/1/2019       |        |
| Timber Ridge School  | Miller, Amy      | Classroom Aide | Resignation Received                                      | 8/1/2019       |        |
| Timber Ridge School  | Whiting, Venus   | Classroom Aide | Resignation Received                                      | 8/1/2019       |        |
| <b>STATUS CHANGE</b> |                  |                |                                                           |                |        |
| Kirk School          | Herbst, Susan    | School Nurse   | From: .50 FTE (job share)<br>To: 1.0 FTE                  | 2019-2020      |        |
| Kirk School          | Rowan, Maureen   | Classroom Aide | From: Delegated Care Aide IV-1<br>To: Classroom Aide II-1 | 2019-2020      |        |
| Miner School         | Williams, Caffie | Classroom Aide | From: Active To: FMLA                                     | 8/12/2019      |        |