



Judith A. Hackett Ed.D., Superintendent

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

The February 1, 2017, meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 6:32 p.m. at NSSEO Administration, 799 West Kensington Road, Mt. Prospect, IL. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Janice Krinsky, and Anna Klimkowicz. Dennis Composto was absent at the start of the meeting.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Jill Anderson, Kim Dungan, Mary Ann McGinn, Jack O'Neal, Nancy Milne, Beth Oosthuizen, Sue Mahoney, Pam Radford, 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; Lynne Davis, NSSEO Foundation President; NSSEA Executive Board Members, John Bialek, Erin Paisley and Mary Cassin. Also in attendance were students from NSSEO, Hersey High School and Fremd High School who were being recognized as shining stars along with family members.

### CLOSED SESSION

It was moved by Carol Botwinski and seconded by Debbi McAtee to convene into closed session at 6:33 p.m. to discuss Negotiations. On roll call vote – Ayes: Krinsky, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

Dennis Composto arrived at 6:40 p.m.

### REGULAR SESSION

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to adjourn closed session and reconvene into open session at 7:00 p.m. On roll call vote – Ayes: Composto, Botwinski, Fiarito, Klimkowicz, McAtee and Krinsky. Nays: None.

### MINUTES OF REGULAR AND CLOSED SESSIONS DATED JANUARY 4, 2017

It was moved by Anna Klimkowicz and seconded by Dennis Composto to approve the minutes of the regular and closed sessions dated January 4, 2017. On roll call vote - Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Composto, and Krinsky. Nays: None.

### PUBLIC COMMENT

Gina Lozano, ESP staff member from Timber Ridge, also part of the negotiation team shared that she felt privileged to work with the NSSEO leaders who exemplified the incredible characteristics of great leaders during the contract negotiations process. Gina expressed a sincere thank you from NSSEA for everyone's hard work throughout the difficult and long process.

### SPOTLIGHT ON NSSEO SHINING STARS – CELEBRATING VOLUNTEERISM

NSSEO recognized students from LYFE (Love Your Friends Equally) from Fremd High School in District 211 and "SOS" (Service Over Self) from Hersey High School in District 214 who through their

volunteer efforts developed friendships while supporting the academic and social growth of students at Kirk and Miner Schools.

Jill Anderson, Assistant Principal from Kirk School introduced students from Fremd High School who formed the LYFE club (Love Your Friends Equally) with the purpose of bridging the social gap between all people, hoping to create equal opportunities for students with and without disabilities to make friends.

Together with the help of Kirk staff, they discovered opportunities to engage with Kirk students during after-school Special Olympic activities, volunteered with the Kirk's basketball team, cheerleading squad, and track and field team by participating in the same activities as the Kirk students. The students from Fremd and Kirk both benefited from the peer interactions and growing friendships.

Jack O'Neal, Interim Principal at Miner School introduced students from the Hersey High School "SOS", or Service Over Self Program who have partnered up for the last several years to provide opportunities for students to interact and develop friendships at Miner School. Hersey SOS students come to Miner School once a week during lunch hours to socialize; play games and support Miner Students. While Miner students form friendships and address social-emotional learning standards, students from Hersey SOS learn about the uniqueness of each student and develop a sense of advocacy for people with disabilities. The partnership results in an environment of acceptance and respect for one another.

Jill Anderson also recognized, Juliana Loene a senior from Rolling Meadows High School in District 214 for her volunteer work at Kirk School and SLOEC. Juliana began her volunteer experience at the end of her freshman year. Her experience at Kirk was so positive that she expanded her volunteerism during the summers at SLOEC. Juliana fully absorbed the educational program by assisting in small group academics, supporting social groups and engaging with students during leisure and break time. Juliana reinforced the students' communication and social goals contributing to student growth. Juliana is looking forward to pursuing a career in education.

These partnerships have provided mutual opportunities for both groups of students to grow and results in an environment of acceptance and respect for one another.

#### RATIFICATION OF NSSEA AND NSSEA-ESP CONTRACTS

Board President Frank Fiarito thanked the members of the negotiation team for how they handled themselves during this long process.

It was moved by Janice Krinsky and seconded by Frank Fiarito to approve the five (5) year NSSEA and NSSEA-ESP contracts as recommended by the NSSEO negotiations team. On roll call vote – Ayes: Krinsky, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

#### BENEFITS FOR CLERICAL, CUSTODIAL, FOOD SERVICE AND TECHNOLOGY

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the benefits for the clerical, custodial, food service and technology employee group as presented through the 2020-21 school year. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito and Klimkowicz. Nays: None.

#### 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 2017/Batch 1111, procurement card automatic payment; personnel

transactions dated February 1, 2017; payroll expenditures by fund for the January 13, 2017 payroll, and non-resident student placement requests.

DISBURSEMENT LIST DATED FEBRUARY 2017/BATCH 1111

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the disbursement list dated February 2017/Batch 1111, in the amount of \$922,841.80. On roll call vote - Ayes: Klimkowicz, Krinsky, Composto, Fiarito, McAtee, and Botwinski. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the debit transaction of \$34,904.41 to BMO Financial Group on February 10, 2017. On roll call vote – Ayes: Klimkowicz, Krinsky, Composto, Fiarito, McAtee, and Botwinski. Nays: None.

PERSONNEL TRANSACTIONS DATED FEBRUARY 1, 2017

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the personnel transactions dated February 1, 2017, 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: Klimkowicz, Krinsky, Composto, Fiarito, McAtee, and Botwinski. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the payroll expenditures by fund for the January 13, 2017 payroll. On roll call vote - Ayes: Klimkowicz, Krinsky, Composto, Fiarito, McAtee, and Botwinski. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUEST

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the request for placement of non-resident students at Miner and Kirk Schools for the remainder of the 2016-17 school year with all educational costs to be paid by the students' district of residence. On roll call vote – Ayes: Klimkowicz, Krinsky, Composto, Fiarito, McAtee, and Botwinski. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION

Dr. Hackett stated that NSSEO had received one (1) request under the Freedom of Information Act. The requested information was not available at the time the Board packet was printed and released. The requestor will contact NSSEO at a later date for the information.

NSSEO MID-YEAR PROGRESS REPORT ON BOARD GOALS

Dr. Hackett provided a mid-year report highlighting the important focus areas reflected in the three strategic priorities of instructional practices, with an advanced focus on transition processes and practices and the next critical phase of development and implementation of IEP best practices.

This midyear update also serves as a guide to further emphasize or accelerate particular areas of focus in our action steps.

At the beginning of this year, several indicator of success were established that our leadership team determined as essential to our continuous improvement plan, our growing partnerships with families, districts and community members and that provide further articulation of our values and areas of emphasis. The indicators of success include: the foundational definition of a person-centered philosophy, customization of individualized instruction and supports best aligned to students' needs, interests and life goals through an engaged partnership with families. Also valued is the integration of technology to advance practices and the use of progressive advancements that foster increased

growth in areas of academic, social-emotional, vocational and independence, as essential components of a comprehensive educational plan.

Dr. Hackett stated it is important to further design the systems that will work continuously to support our projected changes along with the important transitions and articulation each focus area requires.

#### ADMINISTRATIVE VACANCY ANNOUNCEMENTS

Dr. Hackett stated that aligned to the goals in the NSSEO Continuous Improvement Plan and focus on infrastructure and system changes that align to the evolving needs of students and member districts, revisions to several positions and focus areas to more effectively address the identified areas of need have been made.

#### *Assistant Superintendent for Educational Services*

Dr. Hackett introduced Heather Miehl as the new Assistant Superintendent for Educational Services. Heather comes to NSSEO with extensive experience in special education leadership at both the district and cooperative levels, with an intensified focus on system, instructional design and progressive practices.

#### *Director for Human Resources and Communications*

The complex range of responsibilities for the leadership role in human resources has expanded to a greater emphasis on working with leaders and staff on the interconnectedness between, mentoring and evaluation as important parts of a continuous improvement cycle. Dr. Hackett introduced Danielle Carter as the new Director for Human Services and Communication. Danielle brings her talent and experience to NSSEO that will provide a greater impact on the critical focus on ongoing collaboration and communication across the NSSEO community that enhances opportunities and possibilities for our students.

#### *Principal of Miner School*

The job of a Principal is about making a difference in the lives of every student. Principals undertake the work of developing a shared vision for school improvement aligned to district goals while initiating change to collectively encourage innovation that supports student success. Dr. Hackett introduced Jack O'Neal as the Principal at Miner School. Jack is passionate about the students, staff, families and community at Miner School and has been instrumental in providing consistent, strong leadership this year.

#### HIGHLIGHTS FROM INSTITUTE DAY

Dr. Pam Radford shared a video presentation highlighting the January Institute Day different sessions. The presentation contained clips of educators sharing what they learned from the sessions and how they plan to incorporate new methods and knowledge in their instructional practices. Dr. Radford stated that with the school calendars some districts are now following attendance was lower due to not having the same days off for Institute Days as in the past.

#### NSSEO BUSINESS DEPARTMENT UPDATE

#### NSSEO FOUNDATION UPDATE

Lynn Davis, President of the NSSEO Foundation stated that February is a busy month. Through February 10<sup>th</sup>, orders will be taken for the Danish Kringle Sale. Bob Hess, Director of the NSSEO Foundation will be participating in the American Birkebeiner 55K cross country fundraising experience benefiting the NSSEO Foundation on February 25<sup>th</sup>, and the 45<sup>th</sup> Annual Spring Showcase of Arts and Crafts at Kirk School will be on March 4<sup>th</sup> and March 5<sup>th</sup>.

### FINANCE ADVISORY COMMITTEE UPDATE

Julie Jilek provided some highlights from the January 24, 2017 meeting of the Finance Advisory Committee. The NSSEO Continuous Improvement Plan-Main Areas of Focus, 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 February 27<sup>th</sup>. The Draft of Proposed Budget will be reviewed at the March 15<sup>th</sup> Finance Advisory Committee meeting.

### FACILITY PLANNING COMMITTEE RECOMMENDATIONS/FY16 FUND BALANCE DISTRIBUTION

Julie Jilek stated that NSSEO continually assesses facilities to incorporate necessary changes that address the needs of students, programs, and member districts in alignment with NSSEO Board goals. As a part of the budget process, NSSEO annually updates its NSSEO Five-Year Facility Plan. Funds for significant projects are secured from the fund balance from the previous school year once the NSSEO audit has been compared and present to the NSSEO Governing Board.

In March of 2016, the NSSEO Governing Board approved the retention of \$509,497.57 resulting from unspent Timber Ridge and Gillet O&M funds to set aside for a future gym and elevator at Timber Ridge School.

At that time it was recommended that a committee be formed to determine the best use of \$608,878.36 of FY15 unspent funds resulting from non-member student placements. Subsequently the NSSEO Facility Planning Committee was established to identify both short-term and long-term facility needs. The gym at Timber Ridge was identified as an area of high priority.

It is the recommendation of the Facility Planning Committee to retain the \$608,878.36 unspent FY15 non-member tuition and be earmarked for a future gym at Timber Ridge.

The FY16 audit has been completed and presented to the Board in December of 2016. NSSEO Administration is recommending retaining both the \$212,574.26 of unspent FY16 Timber Ridge and Gillet O&M member funds and the \$954,502 unspent FY16 Non-Member revenue earmarked for a gym and elevator at Timber Ridge School. It is recommended that the remaining FY16 Fund Balance of \$611,798.80 be refunded to member districts.

The Facility Planning Committee has recommended moving forward with a Request for Qualifications (RFQ) for architectural services to begin planning the future project at Timber Ridge. If at any time it is determined that building a gym is not feasible, funds will be returned to member districts based on original calculations.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the retention of \$608,878.36 from FY15 unspent funds to be set aside for a future gym and elevator at Timber Ridge School. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Composto, Botwinski and McAtee. Nays: None.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the retention of \$212,574.26 unspent FY16 Timber Ridge and Gillett O&M funds and \$954,502.00 unspent FY16 Non-Member revenue to be set aside for a future gym and elevator at Timber Ridge School. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Composto, Botwinski and McAtee. Nays: None.

It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the FY16 fund balance of \$611,798.80 be refunded to member districts. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Composto, Botwinski and McAtee. Nays: None.

### NSSEO CHEVEROLET SUBURBAN VAN BID OPENING

Julie Jilek stated that at the January 4, 2017 NSSEO Board meeting, the Board granted NSSEO permission to go to bid for one (1) 2017 Chevrolet Suburban. Bid opening was held on January 25, 2017. Six bids were received. The lowest bid was received from Hawk Chevrolet, Joliet, Illinois and met all bid specifications. It was moved by Anna Klimkowicz and seconded by Frank Fiarito to approve the purchase of one (1) new 2017 Chevrolet Suburban at a cost of \$38,400 from Hawk Chevrolet. On roll call vote: Ayes: McAtee, Botwinski, Fiarito, Composto, Krinsky, and Klimkowicz. Nays: None.

### INFORMATION ITEMS

Upcoming Events: Timber Ridge Family Reading Night, February 9<sup>th</sup>. SLOEC Winter Wonderland, February 11<sup>th</sup>, Kirk Alumni Basketball Game on February 12<sup>th</sup> and the 45<sup>th</sup> NSSEO Foundation Spring Showcase of Arts and Crafts on March 4<sup>th</sup> and 5<sup>th</sup>.

Program Highlights: SLP/Assistive Tech Newsletter, Sunrise Lake Outdoor Education Center Newsletter and TEC Talk.

Other informational items included: position vacancies/current FTE enrollment; the activity fund report dated 12/1/16 - 12/31/16; NSSEO Health Insurance, TRS and IMRF wire transfers; second quarter financial report; and Professional Development Trainings.

### NEW BUSINESS

No new business.

### ADJOURNMENT

It was moved by Debbi McAtee and seconded by Anna Klimkowicz to adjourn the February 1, 2017 regular meeting of the NSSEO Governing Board at 8:29 p.m. On roll call vote: Ayes: Composto, Krinsky, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President

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PERSONNEL TRANSACTIONS

February 1, 2017 MINUTES

DAC	NAME	POSITION	DESCRIPTION	EFFECTIVE DATE
<b>Current Employee Assignment</b>				
Miner School	CALLAHAN, RYAN LOCKE	LBS1	From: Building Assistant To: LBS1	1/1/2017
Miner School	O'NEAL, JACK	Principal	From: Instructional Coordinator To: Principal	7/1/2017
Timber Ridge School	VINDAS GONZALEZ, ANA M	1:1 Bilingual Assistant	Bilingual Assistant	1/3/2017
<b>Extra Duty</b>				
DHH Forest	JASINOWSKI, SAMANTHA	Signing Classroom Aide	Extra Duty: Dance Club/Chorus	9/22/16-12/1/16
DHH Forest	HAUSMANN, LYNSI	Educational Interpreter	Extra Duty: Deaf Academic Bowl	10/13/16-11/14/16
DHH HS Hersey	ALVARADO, MAUREEN MARGARET	Educational Interpreter	Extra Duty: Deaf Academic Bowl	2016-17
DHH HS Hersey	KLEIN, CANDACE CORTS	Signing Classroom Aide	Extra Duty: Deaf Hobby Club	9/22/16-12/15/16
DHH HS Hersey	UKLEJA, KATIE LYNN	Educational Interpreter	Extra Duty: Deaf Academic Bowl/Special Olympics	2016-17
DHH Middle MacArthur	HARRIS, DANA COLLEEN	Educational Interpreter	Extra Duty: Freshman Orientation/Cross Country/Soccer/Student Senate/Creativity Club	2016-17
Timber Ridge School	DEMPSEY, STEVEN R	LBS1	Extra Duty: After School Supervision	2016-17
Timber Ridge School	JOHANSON, MARGRET M	LBS1	Extra Duty: Homebound Tutor	2016-17
Timber Ridge School	MATHY, KEVAN C	Hallway Assistant	Extra Duty: Bus Aide	2016-17
Timber Ridge School	OLECHOWSKI, CHERYL ANN	Classroom Aide	Extra Duty: Girls Group (Mini-Grant)	2016-17
Timber Ridge School	OLECHOWSKI, CHERYL ANN	Classroom Aide	Extra Duty: After School Supervision	2016-17
Timber Ridge School	SANTIAGO, YVETTE M	Bilingual Assistant	Extra Duty: Girls Group (Mini-Grant)	2016-17
Timber Ridge School	SHERRY, KATHRYN F	Psychologist	Extra Duty: Cooking Club (Mini-Grant)	2016-17

PERSONNEL TRANSACTIONS

February 1, 2017 MINUTES

DAC	NAME	POSITION	DESCRIPTION	EFFECTIVE DATE
Timber Ridge School	WEBER, RACHEL JOANNE	Speech Language Therapist	Extra Duty: Cooking Club (Mini-Grant)	2016-17
<b>New Hire Assignment</b>				
Central Administration	CARTER, DANIELLE	Director for HR & Communications	Vacant: Kostecki (retirement)	7/1/2017
Central Administration	MIEHL, HEATHER	Assistant Superintendent for Educational Services	Vacant: Kostecki (retirement)	7/1/2017
Kirk School	FOLINAZZO, MEGHAN	Classroom Aide	Vacant	1/9/2017
Kirk School	NIERMAN, REBECCA	Classroom Aide	Vacant	1/12/2017
Kirk School	PETERS, MATTHEW	P.T. Custodian	Custodian	1/9/2017
Miner School	SOLINSKI, MARINA	Classroom Aide	Vacant	1/9/2017
Timber Ridge School	KOWALSKI, ALEXANDER	Classroom Aide	Vacant	1/3/2017
Timber Ridge School	LAXGANG, VANESSA	LBS1	Vacant: New Position	1/3/2017
Timber Ridge School	SNOWBECK, KRISTA	LBS1	Vacant: New Position	1/3/2017
<b>Status Change</b>				
DHH Elem Forest	GANN, GEORGIA ANNE	Signing Classroom Aide	From: Active To: FMLA	12/20/2016
Kirk School	O'CONNOR, PATRICIA A	Custodian	From: Active To: FMLA	12/6/2016
Miner School	MAR, IAN ALEXANDRIA	Classroom Aide	From: FMLA To: Active	1/3/2017
Timber Ridge School	BIALEK, JOHN BART	LBS1	From: FMLA (paid) To: FMLA (stop pay)	1/5/2017
Timber Ridge School	OLECHOWSKI, CHERYL ANN	Classroom Aide	From: FMLA (stop pay) To: Active	1/3/2017