

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

The January 4, 2017, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito, at 7:00 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL. Present were Governing Board Members, Carol Botwinski, Erin Johannesen, Dennis Composto, Janice Krinsky, Anna Klimkowicz and Jim Perkins.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Jill Anderson, Mary Ann McGinn, Melissa Swanson, Greg Hill, Sue Mahoney, Jack O'Neal, Cathy Williams, Pam Radford, Judy Hackett, Julie Jilek, and Cathy Kosteck. Also in attendance were administrative representatives, Donald Angelaccio from District 23; Karen Starr from District 59; Renee Erickson from District 211; and Marni Johnson from District 214, NSSEO staff members; Molly Dunne, Casey Byrne, and Karen Chlapecka. Family members and friends of the NSSEO shining star recipient were also present.

### MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED DECEMBER 7, 2016

It was moved by Jim Perkins and seconded by Anna Klimkowicz to approve the minutes of the regular and closed sessions dated December 7, 2016. On roll call vote – Ayes: Krinsky, Botwinski, Fiarito, Perkins, Johannesen, and Klimkowicz. Nays: None. Abstain: Composto

### PUBLIC COMMENT

There was no comment from the audience.

### SPOTLIGHT ON NSSEO STARS

Melissa Swanson introduced Makenna Krabeth, a second grade student at Salt Creek Elementary School in District 59. Makenna is described as friendly, thoughtful, bubbly and hard working. Makenna's positive attitude and motivation to learn in school make her an outstanding role model for those around her. Makenna has a significant vision impairment which requires her to learn Braille and use a white cane for safety as she moves around school and community. Makenna gave a presentation to her 2<sup>nd</sup> grade class on White Cane Safety Day. Her presentation demonstrated her confidence and knowledge of the vision aides that she uses daily. Makenna exhibits a high level of motivation to be independent, using her self-advocacy skills to help her grow academically and access her classroom safely and efficiently. Makenna's courage, determination, hard work and caring nature are an inspiration to those around her.

### 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 January 2017/Voucher #1102; procurement card automatic payment; personnel transactions dated January 4, 2017; payroll expenditures by fund for the December 9<sup>th</sup> and December 16, 2016 payrolls; and a non-resident student placement request for Miner School.

### DISBURSEMENT LIST DATED JANUARY 2017/VOUCHER #1102

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve the disbursement list dated January 2017/Voucher #1102, in the amount of \$965,195.74. On roll call vote - Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito and Botwinski. Nays: None.

#### PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve the debit transaction of \$12,451.54 to BMO Financial Group on January 10, 2017. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito and Botwinski. Nays: None.

#### PERSONNEL TRANSACTIONS DATED JANUARY 4, 2017

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve the personnel transactions dated January 4, 2017, which included the hiring and termination of staff (a copy of which is attached). On roll call vote - Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito and Botwinski. Nays: None.

#### PAYROLL EXPENDITURES BY FUND

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve the payroll expenditures by fund for the December 9, and December 16, 2016 payrolls. On roll call vote - Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito and Botwinski. Nays: None.

#### NON-RESIDENT STUDENT PLACEMENT REQUEST

It was moved by Anna Klimkowicz and seconded by Erin Johannesen to approve the placement of a non-resident student at Miner School for the remainder of the 2016-17 school year. All educational costs would be billed to the student's district of residence. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito and Botwinski. Nays: None.

#### SUPERINTENDENT'S REPORT

##### SCHOOL FUNDING UPDATE

Dr. Hackett provided an update on current national and state local funding education issues.

##### INSTITUTE DAY HIGHLIGHTS

Dr. Pam Radford shared the upcoming sessions that will be offered at the NSSEO Institute Day for member districts and programs on January 23<sup>rd</sup>.

##### UPCOMING EVENTS

Jill Anderson, Assistant Principal of Kirk School shared that the students at Kirk and Miner Schools will be hosting the 2<sup>nd</sup> Annual NSSEO Student Achievement Showcase on Thursday, February 23<sup>rd</sup> from 6:00pm to 8:00pm. This event is scheduled on the same evening as parent teacher conferences and will highlight the High School and Transition students' accomplishments and skills in the areas of Employment, Education, Training, Independent Living and Recreation/Leisure.

Bryan Bolger, NSSEO Outdoor Education Coordinator shared that the 3<sup>rd</sup> Annual NSSEO Winter Wonderland will take place on February 11, 2017, from 12:00pm to 4:00pm at the Sunrise Lake Outdoor Education Center.

#### NSSEO BUSINESS DEPARTMENT UPDATE

##### FOUNDATION UPDATE

Julie Jilek shared a brief update on upcoming Foundation news.

##### FACILITY PLANNING COMMITTEE UPDATE

Julie Jilek announced that the Finance Advisory Committee met on Wednesday, January 4th at 5:30 p.m. The meeting focused on prioritizing and planning based on program needs; discussion on funding sources; and the next steps needed to keep plans moving forward. The next Facility Planning Committee has been scheduled for March 7<sup>th</sup> at 5:30 pm.

### STANDARD MILEAGE RATE

Julie Jilek reported that reimbursement for mileage was approved at the August 2016 NSSEO Board meeting at the rate of 54 cents per mile. The IRS has decreased its rate from 54 cents to 53.5 cents per mile, effective January 1, 2017.

It was moved by Jim Perkins and seconded by Frank Fiarito to reimburse mileage at 53.5 cents per mile. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Composto, Botwinski and Perkins. Nays: None.

### PERMISSION TO BID – NSSEO CHEVY SUBURBAN

Julie Jilek stated that NSSEO currently maintains a small fleet of First Division vehicles: three (3) at Kirk, four (4) at Timber Ridge and one (1) at Miner along with one (1) Driver's Education car. Vehicles are used to transport students from community based activities, vocational work experiences, and integration opportunities in students' home school districts. During the 2015-2016 school year, NSSEO began using First Division Vehicles to transport Timber Ridge students to/from school. The program has been very successful, offering flexibility in transporting students with continued potential cost savings for NSSEO member districts. The increase in enrollment at Timber Ridge has made it necessary to expand the student transportation program.

It was moved by Anna Klimkowicz and seconded by Janice Krinsky to grant permission for NSSEO to go out to bid for one (1) new Chevy Suburban. On roll call vote – Ayes: Botwinski, Johannesen, Fiarito, Composto, Krinsky, Klimkowicz and Perkins. Nays: None.

### TRANSPORTATION CONTRACT EXTENSION

Julie Jilek stated that NSSEO has developed an exceptional working relationship with our current transportation company, Richlee Vans, Inc. The Illinois School Code allows for school districts to extend their transportation contracts on a yearly basis. NSSEO would like to enter into a one-year contract extension with Richlee for the 2017-2018 school year. Currently NSSEO is in conversations with Richlee regarding an agreed upon rate increase. The rate increase was not available to review until the evening of the December Board meeting. The Board felt that more research was required before a vote to accept the proposed rate increase presented at the meeting. Board members were asked to find out their member districts' transportation rate increases before the January Board meeting.

It was moved by Jim Perkins and seconded by Anna Klimkowicz to authorize a one-year contract extension with RichLee Vans for the 2017-2018 school year based on an agreed upon rate increase. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Perkins, Klimkowicz, Fiarito and Botwinski. Nays: None.

### HUMAN RESOURCES DEPARTMENT UPDATE

Cathy Kostecki stated that the NSSEO Policy Committee met prior to the Board meeting on December 7, 2016 and reviewed suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy manual.

It was moved by Jim Perkins and seconded by Frank Fiarito to adopt the policies as presented. On roll call vote – Ayes: Johannesen, Composto, Perkins, Botwinski, Fiarito, Klimkowicz and Krinsky. Nays: None.

### INFORMATION ITEMS

Information items included: Professional Development December Trainings, Kirk School News; SLOEC October-November News; position vacancies/current FTE enrollment; the Activity Fund Report dated 11/01/16 - 11/30/16; and NSSEO Health Insurance, TRS and IMRF wire transfers.

NEW BUSINESS

No new business.

CLOSED SESSION

It was moved by Anna Klimkowicz and seconded by Erin Johannesen 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 classes 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 7:32 p.m. On roll call vote – Ayes: Fiarito, Botwinski, Klimkowicz, Composto, Krinsky, Johannesen and Perkins. Nays: None.

REGULAR SESSION

Frank Fiarito directed closed session to be adjourned and reconvene into open session at 8:19 p.m. On roll call vote – Ayes: Krinsky, Perkins, Johannesen, Botwinski, Composto, Klimkowicz and Fiarito. Nays: None.

ADJOURNMENT

It was moved by Jim Perkins and seconded by Frank Fiarito to adjourn the January 4, 2017, regular meeting of the NSSEO Governing Board at 8:20 p.m. On roll call vote – Ayes: Composto, Krinsky, Botwinski, Fiarito, Perkins, Johannesen and Klimkowicz. Nays: None.

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Carol Botwinski, Secretary

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Frank Fiarito, President

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Attachment

## PERSONNEL TRANSACTIONS

January 4, 2017 MINUTES

DAC	Name	POSITION	Description	Effective Date
<b>CURRENT EMPLOYEE ASSIGNMENT</b>				
Kirk School	MATKOVIC, BRIAN	Hallway Assistant	From: Classroom Aide To: Hallway Assistant	12/5/2016
Timber Ridge School	MURZYN, SCOTT	Custodian	From: P.T. Floating Utility Custodian To: Custodian	1/4/2017
Timber Ridge School	VINDAS GONZALEZ, ANA	1:1 Bilingual Assistant	From: Classroom Aide/Kirk To: 1:1 Bilingual Asst/TR	1/3/2017
<b>EXTRA DUTY</b>				
DESC	DUNNE, MOLLY KATHLEEN	Vision Teacher	FML Coverage/Hours beyond regular contractual hours	12/6/2016
DHH Diagnostics	CASSIN, MARY A	SLP	Instructor for evening sign language classes	12/12/2016
DHH Forest	HAUSMANN, LYNSI	Educational Interpreter	Academic Bowl Practice	10/13/2016 - 11/10/2016
DHH HS Hersey	AIMERS, SUSAN L	Job Coach Assistant Program Support Student Services Admin Assistant	Instructor for evening sign language classes	12/8/2016
DHH HS Hersey	PAGANO, JAMIE LEE	SLP	Instructor for evening sign language classes	12/8/2016
DHH HS Hersey	PONTICELLI, ERMELINDA	Educational Interpreter	Sign Language Interp at NSSEO Board Meeting	12/7/2016
DHH MacArthur	BATURA, ELZBIETA	Classroom Signing Aide	Interp for Creativity Club & Basketball	11/30/2016
DHH MacArthur	SALYARDS, KIMBERLEE	Teacher of Deaf/Hard Hearing	Wrestling Interpreter	12/12/2016
Kirk School	BUTCHER, VIOLET JOYCE	Classroom Aide	Cheerleading Assistant	12/5/2016
Kirk School	FRAZIER, OLGA ADRIANA	Classroom Aide	Substitute Bus Aide/as needed	12/9/2016
Kirk School	KRYGER, JULIA MARIE	Classroom Aide	Snowshoe Assistant Coach	12/5/2016
Kirk School	MATKOVIC, BRIAN	Hallway Assistant	Basketball Individual Skills Coach	12/5/2016
Kirk School	MATKOVIC, BRIAN	Hallway Assistant	Bus Aide	12/5/2016
Kirk School	MURRAY, BRITTANY LEANN	Classroom Aide	Cheerleading Assistant	12/5/2016
Kirk School	MURZYN, SARA A	1:1 Nurse	Cheerleading Assistant	12/9/2016
Kirk School	OLSON, OLIVIA K	Classroom Aide	Caregiver for Parent Behavior Training	12/7/2016

DAC	Name	POSITION	Description	Effective Date
Kirk School	PATEL, KAILASH INDRAVANDAN	Classroom Aide	Caregiver for Parent Behavior Training	12/7/2016
Kirk School	PHILIDOR, TASHA	Classroom Aide	Caregiver for Parent Behavior Training	12/7/2016
Kirk School	WINTERS, BRIAN	Classroom Aide	Yearbook Sponsor	12/5/2016
Sunrise Lake Outdoor Ed Ctr	JEFFERSON, ERNEST E	Seasonal Custodian	Seasonal Maintenance	12/9/2016
Timber Ridge School	CERNIGLIA, ANNE	Classroom Aide	Foundation Mini-Grant/ Cooking Club	12/1/2016
Timber Ridge School	FISCHER, LUKE	Psychologist	After School Supervision	11/29/2016
Timber Ridge School	HEDSTROM, MARLENE RENEE	Classroom Aide	After School Supervision	12/8/2016
Timber Ridge School	JOHNSON, JENNIFER ROSE	Classroom Aide	Art Club	11/29/2016
Timber Ridge School	JOHNSON, JENNIFER ROSE	Classroom Aide	Foundation Mini-Grant/ MakerSpace Club	12/1/2016
Timber Ridge School	SUMMERS, MEGAN LYNN	Classroom Aide	After School Supervision	12/6/2016
<b>NEW HIRE ASSIGNMENT</b>				
Kirk School/Central O&M	SELLERS, WILLIAM	Custodian	Vacant - S. Parrotto	1/3/2017
Miner School	DIESCHBOURG, RYAN	Classroom Aide	Vacant	11/29/2016
Miner School	SPANDIARY, CHRISTIAN	Classroom Aide	Vacant	1/17/2017
Timber Ridge School	ORTIZ, MARCO	Bilingual Assistant	Vacant - New Student	12/7/2016
Timber Ridge School	SCHMITTLE, RYAN	Classroom Aide	Vacant	1/3/2017
<b>STAFF TERMINATION</b>				
Kirk School/Central O&M	PAROTTO, SHAUN	Custodian	Relocating	12/29/2016
Timber Ridge School	PROBST, GREGORY	Custodian	Accepted another position	12/9/2016
<b>STATUS CHANGE</b>				
Kirk School	HERBST, SUSAN LORRAINE	P.T. School Nurse	From: Stop Pay To: Active	12/5/2016
Kirk School	O'CONNOR, PATRICIA	Custodian	From: Active To: FMLA (Paid)	12/6/2017
Riley-RTMS	CAVUSOGLU, FAHRIYE	Classroom Aide	From: Worker's Comp To: Active	5/24/2016