

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The March 7, 2017, regular meeting of the NSSEO Governing Board was called to order by President Frank Fiarito at 6:01 p.m. at NSSEO Administration, 799 W. Kensington Road, Mt. Prospect, IL 60056. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Erin Johannesen, Dennis Composto, Janice Krinsky, Anna Klimkowicz and Jim Perkins.

CLOSED SESSION

It was moved by Erin Johannesen and seconded by Anna Klimkowicz to convene into closed session at 6:02 p.m. to discuss administrative contracts. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Perkins, McAtee, Klimkowicz, Fiarito and Botwinski. Nays: None.

REGULAR SESSION

Frank Fiarito directed the Board out of closed session at 6:24 p.m. and back to regular session.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Cathy Williams, Jill Anderson, Jack O'Neal, Kathleen McCord, Kim Dungan, Mary Ann McGinn, Sue Mahoney, Nancy D'Andrea, Melissa Swanson, Beth Oosthuizen, Maggie Benes, Tara Hanson, Pam Radford, Judy Hackett, Julie Jilek, and Cathy Kostecki. Also in attendance were administrative representatives: Don Angelaccio, District 23; Renee Erickson, District 211; and Marni Johnson, District 214. NSSEA representatives John Bialek, and NSSEO Foundation President, Lynn Davis were also in attendance.

A moment of silence was observed in honor of two Kirk students who recently passed away.

MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED FEBRUARY 1, 2017

It was moved by Jim Perkins and seconded by Anna Klimkowicz to approve the minutes of the regular and closed sessions dated February 1, 2017. On roll call vote - Ayes: Fiarito, Botwinski, McAtee, Klimkowicz, Composto, Krinsky and Perkins. Nays: None. Abstain: Johannesen.

SPOTLIGHT ON STARS – KIRK & MINER TRANSITION ACHIEVEMENT SHOWCASE

Jill Anderson and Jack O'Neal shared information on the Transition Achievement Showcase that took place on Thursday, February 23rd at Kirk and Miner Schools. The showcase highlighted student progress towards their post-school aspirations.

PUBLIC COMMENT

Joanne Prifti-Nicholas, parent of a District 214 Miner student spoke to the Board regarding the person centered transition services her son Ben received while attending Miner School. Ben will begin a full time manufacturing career later this month.

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 March 2017/Voucher #1136; procurement card automatic payment; personnel transactions dated March 7, 2017; payroll expenditures by fund dated January 30th, February 15th and February 18, 2017 payrolls; and non-resident student placement requests.

DISBURSEMENT LIST DATED MARCH 2017/VOUCHER #1136

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the disbursement list dated March 2017/Voucher # 1136 in the amount of \$2,553,896.50. On roll call vote - Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the credit transactions totaling \$15,221.20 to BMO Financial Group on March 10, 2017. On roll call vote - Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

PERSONNEL TRANSACTIONS DATED MARCH 7, 2017

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the personnel transactions dated March 7, 2017, which included the hiring and termination of staff (a copy of which is made a part of these minutes). On roll call vote - Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

PAYROLL EXPENDITURE BY FUND

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the payroll expenditures by fund for the January 30, 2017, February 15, 2017, and February 28, 2017 payrolls. On roll call vote - Ayes: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUESTS

It was moved by Anna Klimkowicz and seconded by Debbi McAtee to approve the request for placement of non-resident students at Miner, Timer Ridge 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: Krinsky, Perkins, Johannesen, Botwinski, McAtee, Composto, Klimkowicz and Fiarito. 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 request for information was denied – NSSEO had no records responsive to the request.

NATIONAL / STATE UPDATE

Dr. Hackett provided a brief update on the many on-going issues and priorities at the National and State levels.

HUMAN RESOURCES UPDATE

2017 NSSEO EXTENDED SCHOOL YEAR PROPOSAL (ESY)

Cathy Kostecki presented the Extended School Year Proposal for 2017, which listed student and staff dates and times, program locations, staff salaries and hourly rates for itinerant staff.

The ESY financial budget will be presented to the Board in April.

Jim Perkins moved for approval to direct administration to implement the plan for Extended School Year (ESY) services, in accordance with NSSEO policy, as determined on an individual child basis and in agreement with the program descriptions and financial budgets.

Erin Johannesen seconded the motion. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Perkins, Johannesen and Klimkowicz. Nays: None.

ADOPTION OF 2017-2018 NSSEO SCHOOL CALENDAR

Cathy Kostecki presented the proposed 2017-2018 NSSEO calendar, developed by the calendar committee at their February 13th meeting.

It was moved by Deb McAtee and seconded by Anna Klimkowicz to approve the 2017-2018 NSSEO calendar as presented. On roll call vote – Ayes: Perkins, Klimkowicz, Krinsky, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None.

BUSINESS DEPARTMENT UPDATE

NSSEO FOUNDATION UPDATE

Lynn Davis, President of the NSSEO Foundation recapped the Foundation activities.

NSSEO FINANCE COMMITTEE UPDATE

Julie Jilek presented highlights of the February 27th meeting of the Finance Advisory Committee, at which time the NSSEO retirement reserve, tuition rates, methods for calculating non-member tuition, building fund and the five year building fund priority schedule were discussed. The next Finance Advisory Committee meeting is scheduled for March 15th.

NSSEO FACILITY PLANNING COMMITTEE UPDATE

Julie Jilek provided an update on the progress of the Facility Planning Committee. She indicated that the RFQ Subcommittee met on January 17th and developed a Request for Qualifications (RFQ) for architectural Services which was published in the paper on January 31st and was mailed/emailed out to architects that were identified by the committee. On February 7th, seventeen (17) architects attended the mandatory walk-through at Timber Ridge School. By the February 21st deadline, eleven (11) architect firm submittals were received.

The RFQ subcommittee met on February 28th to review the submittals and developed a 'short-list.' Four firms were selected for the short list. Architects selected for the short-list were interviewed on Monday, March 6th. Information was shared about the four finalists.

APPOINTMENT OF AUDITING FIRM

Julie Jilek stated that NSSEO practices accrual accounting and program budgeting. NSSEO recently completed the 3rd year of a three year agreement with the firm of Milburn Cain & Company. Milburn Cain has completed the audits in a timely and efficient manner. Both NSSEO and the auditing firm would like to see the relationship continue. The proposed rate for the standard audit is FY 2017 \$33,000; FY 2018 \$33,000; FY 2019 \$34,000.

It was moved by Jim Perkins and seconded by Anna Klimkowicz that NSSEO accept the quotes of \$33,000, \$33,000 and \$34,000 from the firm of Milburn Cain & Company for the completion of the FY 2017, FY 2018, and FY 2019 audits. On roll call vote – Ayes: Klimkowicz, Fiarito, Krinsky, Johannesen, Composto, Botwinski, Perkins and McAtee. Nays: None.

INFORMATION ITEMS

The following informational items were presented: Program Highlights (which included newsletters from the Timber Ridge); Position vacancies / Current FTE Enrollment; Professional Development Trainings; Activity Fund Report dated 01/01/17 - 01/31/17; and NSSEO Health Insurance, TRS and IMRF Wire transfers.

NEW BUSINESS

No new business.

ADJOURNMENT

It was moved by Anna Klimkowicz and seconded by Deb McAtee to adjourn the March 7, 2017, regular meeting of the NSSEO Governing Board at 7:23 p.m. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Composto, Krinsky, Klimkowicz and Perkins. Nays: None.

Carol Botwinski, Secretary

Frank Fiarito, President

PERSONNEL TRANSACTIONS

March 7, 2017 MINUTES

DAC	NAME	POSITION	DESCRIPTION	EFFECTIVE DATE
EXTRA DUTY				
DHH HS Hersey	KLEIN, CANDACE CORTS	Signing Classroom Aide	Extra Duty: Hobby Club/Volleyball	2016-17
DHH HS Hersey	UKLEJA, KATIE LYNN	Educational Interpreter	Extra Duty: Special Olympics	2016-17
DHH Middle MacArthur	BATURA, ELZBIETA	Signing Classroom Aide	Extra Duty: Bowling/Anime Club	2016-17
Kirk School	CAHILL, JULIA	LBS1	Extra Duty: DLM Testing	2016-17
Kirk School	ERBACCI, TERESA	LBS1	Extra Duty: DLM Testing	2016-17
Kirk School	FAIRBANKS, CINDY EVELYN	Social Worker	Extra Duty: Student Data in SDS	2016-17
Kirk School	GUEVARA, GLORIA SANCHEZ	LBS1	Extra Duty: DLM Testing	2016-17
Kirk School	HOFFMAN, JAMIE M	Building Assistant	Extra Duty: Student Access Testing	2016-17
Kirk School	JASLIKOWSKI, THOMAS M	LBS1	Extra Duty: DLM Testing	2016-17
Kirk School	KRAWCZYK, ALLYSON	Sub Classroom Aide	Extra Duty: Gross Motor Group	2016-17
Kirk School	LACI, ENKELEDA	Classroom Aide	Extra Duty: Student Access Testing	2016-17
Kirk School	MANCINI, REBECCA A	LBS1	Extra Duty: Bus Behavior Issues (specific student)	2016-17
Kirk School	MARTIN, SOFIE M	Classroom Aide	Extra Duty: Child Care for Speech Workshop	2016-17
Kirk School	MCLAUGHLIN, JEANNE N	Classroom Aide	Extra Duty: Student Access Testing	2016-17
Kirk School	NIERMAN, REBECCA LYNN	Classroom Aide	Extra Duty: Gross Motor Group	2016-17
Kirk School	OLSON, OLIVIA K	Classroom Aide	Extra Duty: Bus Aide/as needed	2016-17
Kirk School	PATEL, KAILASH	Classroom Aide	Extra Duty: Child Care for Parent Workshop	2/15/2017
Kirk School	PETERS, MATTHEW DANIEL	P.T. Custodian	Extra Duty: Hours beyond regular contract	2019-17

DAC	NAME	POSITION	DESCRIPTION	EFFECTIVE DATE
Kirk School	PHILIDOR, TASHA	Classroom Aide	Extra Duty: Child Care for Parent Workshop	2/15/2017
Kirk School	SUCHALA, ANTHONY J	Classroom Aide	Extra Duty: Student Access Testing	2016-17
Kirk School	UKEH, FRIDAY	1:1 Nurse	Extra Duty: Bus Aide	2/17/2017
Miner School	BACIGALUPO, LOIS LYNN	Classroom Aide	Extra Duty: Sub Bus Aide	2016-17
Miner School	CALLAHAN, RYAN LOCKE	LBS1	Extra Duty: DLM Testing	2016-17
Miner School	CHLAPECKA, MARTIN	Building Assistant	Extra Duty: School Video	1/17/2017
Miner School	CHRISTENSEN, DEBRA A	Classroom Aide	Extra Duty: Babysitting/Mini Grant	2016-17
Miner School	MANKOWSKA, ANITA	1:1 Nurse	Extra Duty: Bus Aide	2/23/2017
Miner School	RANDOLPH, DANIEL RANDALL	Classroom Aide	Extra Duty: Babysitting/Mini Grant	2016-17
Miner School	ROBIDEAU, LEAH	LBS1	Extra Duty: Babysitting/Mini Grant	2016-17
Miner School	TAMBEAUX, JESSICA L	Classroom Aide	Extra Duty: Temp Bus Aide	2016-17
Riley-RTMS	COWIN, ANNE LOUISE	School Nurse	Extra Duty: Case Study histories for Riley/no School Nurse at program	2016-17
Sunrise Lake Outdoor Ed Ctr	COWIN, ANNE LOUISE	School Nurse	Extra Duty: Winter Wonderland	2/11/2017
Sunrise Lake Outdoor Ed Ctr	HERBST, DAVID	P.T. Outdoor Ed Assistant	Extra Duty: Winter Wonderland	2/11/2017
Sunrise Lake Outdoor Ed Ctr	HONCOOP, DEREK MARCUS	Outdoor Ed Assistant	Extra Duty: Winter Wonderland	2/11/2017
Sunrise Lake Outdoor Ed Ctr	HONCOOP, ROBERT W	Seasonal Custodian	Extra Duty: Winter Wonderland	2/11/2017
Sunrise Lake Outdoor Ed Ctr	KOSS, BONNIE JOYCE	Social Worker	Extra Duty: Winter Wonderland	2/11/2017
Sunrise Lake Outdoor Ed Ctr	SIMON, EMILY CAITLIN	Temp. Clerical	Extra Duty: Winter Wonderland	2/11/2017
Sunrise Lake Outdoor Ed Ctr	YABLON, HALEE ROSE	Food Service Worker	Extra Duty: Winter Wonderland	2/11/2017
Timber Ridge School	BRODIE, SHAWN A	Psychologist	Extra Duty: After School Supervision	2016-17
Timber Ridge School	CANAS, TRINIDAD		Extra Duty: CPI Training	2/1/2017

DAC	NAME	POSITION	DESCRIPTION	EFFECTIVE DATE
Timber Ridge School	CERNIGLIA, ANNE CASSANDRA	Classroom Aide	Extra Duty: Unification Project/Girls Club/Homework Club	2016-17
Timber Ridge School	DEMMA, SALVATORE	Building Assistant	Extra Duty: CPI Training	2/1/2017
Timber Ridge School	DEMPSEY, STEVEN R	LBS1	Extra Duty: Bike Club	2016-17
Timber Ridge School	JOHANSON, MARGRET M	LBS1	Extra Duty: After School Supervision	2016-17
Timber Ridge School	JORDAHL, CHANDLER LEE	LBS1	Extra Duty: Unification Project	2016-17
Timber Ridge School	KOWALSKI, ALEXANDER CONRAD	Classroom Aide	Extra Duty: After School Supervision/Reading Club	2016-17
Timber Ridge School	LAYMON, NICHOLAS B	Classroom Aide	Extra Duty: Unification Project/After School Supervision	2016-17
Timber Ridge School	MARINO, STEVEN	Classroom Aide	Extra Duty: NSSEO Bus Driver	2/1/2017
Timber Ridge School	MATHY, KEVAN C	Hallway Assistant	Extra Duty: CPI Training	2016-17
Timber Ridge School	POST, HOWARD B	LBS1	Extra Duty: Bike Club	2/1/2017
Timber Ridge School	REUILLE, NICHOLAS	Classroom Aide	Extra Duty: Bus Aide	2/1/2017
Timber Ridge School	SCHMITTLE, RYAN ALEXANDER	Classroom Aide	Extra Duty: After School Supervision	2016-17
Timber Ridge School	SIEGEL, ILENE S	Sub/SLP	Extra Duty: Access Testing	2016-17
Timber Ridge School	SUMMERS, MEGAN LYNN	Classroom Aide	Extra Duty: Unification Project	2016-17
NEW HIRE				
Kirk School	UKEH, FRIDAY	1:1 Nurse	New Student requiring Nurse	2/16/2017
Miner School	MANKOWSKA, ANITA	1:1 Nurse	New Student requiring Nurse	2/22/2017
STAFF TERMINATION				
Miner School	DIESCHBOURG, RYAN	Classroom Aide	Accepted another Position	3/9/2017
Riley-RTMS	GATES, THOMAS ALLAN	Classroom Aide	Personal/Medical Reasons	2/13/2017
Timber Ridge School	POST, HOWARD B	LBS1	Retirement-No NSSEO Benefits	6/9/2017
STATUS CHANGE				
DESC	DALY, NANCY	Physical Therapist	Lane Change: From II-22 To: III-22	2016-17

DAC	NAME	POSITION	DESCRIPTION	EFFECTIVE DATE
DESC	DUNNE, MOLLY KATHLEEN	Vision Teacher	Lane Change: From III-8 To: IV-8	2016-17
DESC	WHITE, KATHERINE REBECCA	Vision Teacher	From: FMLA To: Active	2/2/2017
DHH Elem Forest	GANN, GEORGIA ANNE	Signing Classroom Aide	From: FMLA To: Active	1/23/2017
DHH Middle MacArthur	SALYARDS, KIMBERLEE A	Teacher of D/HH	Lane Change: From IV-10 To: V-10	2016-17
Kirk School	BENES, MAGGIE JANE	LBS1	Lane Change: From: IV-11 To: V-11	2016-17
Kirk School	BORKOWSKI, JOY E	School Nurse	Lane Change: From: I-12 To: II-12	2016-17
Kirk School	BROWNING, JENNIFER LYNN	LBS1	Lane Change: From: IV-6 To: V-6	2016-17
Kirk School	CASTRO, GLORIA	Classroom Aide	From: FMLA To: Active	1/23/2017
Miner School	ARGOL, JUDITH	Classroom Aide	6% Retirement Increase	2016-17
Miner School	CASSADY, MEGHAN	STEM Teacher	Lane Change: From: I-7 To: II-7	2016-17
Miner School	IVACK, CATHERINE ANN	Principal	From: FMLA To: Active	1/16/2017
Miner School	JOHANN, DEBRA DALE	Classroom Aide	From: Active To: FMLA	1/27/2017
Miner School	JOHANN, DEBRA DALE	Classroom Aide	From: FMLA To: Active	2/14/2017
Timber Ridge School	EBSTEIN, MICHAEL	APE Teacher	Retirement Increase 6% Increase	2016-17
Timber Ridge School	SMITH, SAMANTHA	LBS1	Lane Change: From: II-3 To: III-3	2016-17