

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

The November 1, 2017, meeting of the NSSEO Governing Board was called to order by President Janice Krinsky at 6:05 p.m. at Kirk School, 520 S. Plum Grove Road, Palatine, Illinois 60067. Present were Governing Board Members Debbie McAtee, Carol Botwinski, Erin Johannesen, Frank Fiarito and Alva Kreutzer.

In attendance from the NSSEO staff were Mary Ann McGinn, Bryan Bolger, Brian Weems, Nancy Milne, Greg Hill, Nancy D'Andrea, Bryan Bolger, Jack O'Neal, Alison Dauernheim, Kim Dungan, Cathi Ivack, Cathy Williams, Judy Hackett, Julie Jilek, Heather Miehl and Danielle Carter. Also present were Don Angelaccio, District 23 Superintendent; administrative representatives Sara Tyburski, District 57; Renee Erickson, District 211, and Marni Johnson, District 214. Nancy Naranjo, Parent Advisory Committee (PAC) and PATHS President, John Bialek, NSSEA President, and Kevin Smith from Eder, Casella & Co., NSSEO's new auditing firm were also in the audience.

### MINUTES OF THE REGULAR AND CLOSED SESSIONS DATED OCTOBER 11, 2017

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve the minutes of the regular and closed sessions dated October 11, 2017. On roll call vote – Ayes: Johannesen, Krinsky, Kreutzer, McAtee, and Fiarito. Nays: None. Abstain: Botwinski

### PUBLIC COMMENT

There was no comment from the audience.

### RECOGNITION

Dr. Hackett stated that November is School Board Members month. Dr. Hackett recognized the NSSEO Board for selflessly volunteering countless hours to public service with no compensation. Dr. Hackett thanked the Board for their service and commitment to the community and education by serving twice, once on their district boards as well as NSSEO's. A short video was presented highlighting NSSEO students thanking the NSSEO Board for all that they do.

### PERC's PURPOSE: A PARENT'S PERSPECTIVE

Nan Naranjo, parent of a Kirk student, PAC member and PATHS President thanked the Board for their support and collaboration in making PERC a reality. Nan shared her perspective on what PERC means to parents of children with special needs. Nan stated parents now have a place to network, share knowledge and experiences, help and support others who are overwhelmed. Nan called PERC a place to share laughter and provide support during the tears.

### SPOTLIGHT ON NSSEO STARS

Brian Weems introduced two students from Timber Ridge School that were being recognized for their leadership at the 2<sup>nd</sup> annual Book-O-Ween Literacy Night held on Thursday, October 26<sup>th</sup>. Jayana Bethel, 5<sup>th</sup> grader from District 59 and Sam Thompson, 5<sup>th</sup> grader from District 62 were recognized for their hard work, as well as their significant growth in literacy. Jayana and Sam read a passage to the Board from the book *Hansel and Gretel Ninja Chicks*.

Dennis Composto arrived at 7:23 p.m.

### FY 2016-2017 AUDIT REPORT

The 2016-2017 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. Cathy Williams and Julie Jilek were recognized for their crucial roles in the successful audit process.

It was moved by Frank Fiarito and seconded by Alva Kreutzer to accept the FY16-17 audit as presented by Eder, Casella & Co. On roll call vote – Ayes: Johannesen, Composto, Kreutzer, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

#### CONSENT AGENDA

Janice Krinsky asked if there were any items on the consent agenda that board members wanted to remove for separate consideration. There were none. Consent agenda items consisted of the disbursement list dated November 2017/Voucher #1065; procurement card automatic payment; personnel transactions dated November 1, 2017; payroll expenditures by fund for the September 29 and October 13, 2017 payrolls; a non-resident student placement request; and the ASL/Interpreting Internship Agreement with MacMurray College and NSSEO.

#### DISBURSEMENT LIST DATED NOVEMBER 2017/VOUCHER #1065

It was moved by Alva Kreutzer and seconded by Frank Fiarito to approve the disbursement list dated November 2017/Voucher #1065, in the amount of \$615,095.41. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

#### PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Alva Kreutzer and seconded by Frank Fiarito to approve the debit transaction of \$17,212.62 to BMO Financial Group on November 10, 2017. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

#### PERSONNEL TRANSACTIONS DATED NOVEMBER 1, 2017

It was moved by Alva Kreutzer and seconded by Frank Fiarito to approve the personnel transactions dated November 1, 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: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

#### PAYROLL EXPENDITURES BY FUND

It was moved by Alva Kreutzer and seconded by Frank Fiarito to approve the payroll expenditures by fund for the September 29<sup>th</sup> and October 13, 2017 payrolls. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

#### NON-RESIDENT STUDENT PLACEMENT REQUEST

It was moved by Alva Kreutzer and seconded by Frank Fiarito to approve the placement of a non-resident student at Timber Ridge School for the 2017-18 school year with all educational costs to be paid by the student's district of residence. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

#### ASL/INTERPRETING INTERNSHIP AGREEMENT WITH MACMURRAY COLLEGE & NSSEO

It was moved by Alva Kreutzer and seconded by Frank Fiarito to approve the ASL/Interpreting Internship Agreement between MacMurray College and NSSEO. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

## SUPERINTENDENT'S REPORT

### LEGISLATIVE UPDATE

Dr. Hackett provided an update on current educational issues at the Federal and State levels.

### PROGRAM TOUR HIGHLIGHTS

Heather Miehl stated that NSSEO continues to provide opportunities for our member districts, community leaders, members of the NSSEO Board and Foundation, and Illinois legislators to engage and learn with students in NSSEO's specialized programs by providing program tours that were conducted on October 11<sup>th</sup> and October 18<sup>th</sup>. The program visits included opportunities to observe innovative teaching and learning and to actively engage with students in the NSSEO programs.

### DISTRICT INSTITUTE DAY: IEP BEST PRACTICES

Dr. Pam Radford stated that the focus of the October 16<sup>th</sup> NSSEO Staff Institute day was Priority # 3 of the *NSSEO Continuous Improvement Plan – IEP Best Practices*. The 2017-2018 focus for IEP Best Practices is centered on important concerns for students with Autism, Functional Behavior Assessment, Behavior Intervention Plans and an extended, comprehensive approach to Transition planning. Staff teams received additional training in all of these areas. NSSEO coaches will continue to support staff in implementing the new process.

### NSSEO HUMAN RESOURCE DEPARTMENT UPDATE

#### POLICY COMMITTEE

Danielle Carter stated that the NSSEO Policy Committee meets regularly to review PRESS Policy updates and make recommendations to the Board on policy revisions and adoptions. The committee is comprised of Administration and members from the Board. Anna Klimkowicz and Deb McAtee volunteered to continue to serve on the committee. An additional volunteer from the Board was requested to serve on the committee. Erin Johannesen agreed to serve on the Policy Committee for the 2017-18 school year. The first meeting of the year will be on December 6<sup>th</sup> from 5:30-6:30 p.m. to review PRESS updates.

### NSSEO BUSINESS DEPARTMENT UPDATE

#### APPOINTMENT OF FINANCE ADVISORY COMMITTEE

Julie Jilek asked for two Board members to volunteer to serve on the Finance Advisory Committee for the FY 2018-2019 budget preparation. Janice Krinsky and Frank Fiarito graciously volunteered to serve on the Finance Advisory Committee.

#### FY19 NSSEO BUDGET RESOLUTION

Julie Jilek stated that the first meeting of the Finance Advisory Committee will be held in January 2018, at which time a budget calendar will be developed which will allow the Finance Advisory Committee to deliver the FY19 budget to the Board in April 2018.

It was moved by Alva Kreutzer and seconded by Frank Fiarito 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, 2018 and ending June 30, 2019, 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: Krinsky, Kreutzer, Johannesen, Botwinski, McAtee, Composto and Fiarito. Nays: None

### REVIEW OF NSSEO UNRESERVED FUND BALANCE

Julie Jilek stated that NSSEO continually assesses its programs and facilitates to identify needs and incorporates necessary changes that address the needs of students, programs, and member districts in alignment with NSSEO Board goals. NSSEO annually reviews its program needs and secures funds for significant projects from the previous year's fund balance once the NSSEO audit has been compared and presented to the NSSEO Governing Board.

In 2015, the NSSEO Facility Planning Committee was established and the committee identified the need for a gym and elevator at Timber Ridge School as an area of high priority. Since that time, the NSSEO Governing Board has set aside \$2,285,452.09 for this purpose.

The NSSEO FY 17 audit has been completed. The NSSEO Administration recommended retaining and earmarking \$577,884.78 of the fund balance attributed to unspent Timber Ridge and Gillet O&M funds as well as \$373,683 of unspent FY17 non-member fund balance for the gym and elevator project at Timber Ridge School.

Curriculum resources and 21<sup>st</sup> Century Learning Spaces are two other areas identified needing additional financial resources in FY18. The redesign of NSSEO classrooms into 21<sup>st</sup> Century learning spaces has been an ongoing focus of NSSEO. Due to limited funds within the NSSEO budget for this purpose, this process has been slow. As part of NSSEO's *Continuous Improvement Plan, Priority 1- Instructional Practices*, the focus this year has been to review existing curriculum and assessments. This review has highlighted the need to purchase and implement curriculum and assessment enhancements earlier than anticipated.

NSSEO Administration recommended retaining \$50,000 of unspent Miner funds and \$225,000 of unspent Kirk funds to be allocated for redesigning classroom space in both programs. NSSEO administration also recommended to retain \$25,000 of unspent Miner funds and \$25,000 of unspent Kirk funds for curriculum and assessment enhancements.

NSSEO Administration recommended that the remaining FY17 Fund Balance of \$704,858.60 be refunded to member districts.

Discussion followed with some Board members stating they needed additional time to review with their boards some of the recommendations presented.

The recommendation to approve the retention of funds for the future gym and elevator at Timber Ridge School was differed to the December 6<sup>th</sup> NSSEO Board meeting.

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the retention of \$50,000 allocated for curriculum, interventions and progress monitoring resources. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Kreutzer and Johannesen. Nays: None.

It was moved by Frank Fiarito and seconded by Erin Johannesen to approve the retention of \$50,000 of unspent Miner School Funds and \$225,000 of unspent Kirk funds allocated for 21<sup>st</sup> Century furniture at Miner and Kirk Schools to upgrade educational environments. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Kreutzer and Johannesen. Nays: None.

The recommendation to refund the FY17 Fund Balance to member districts was differed to the December 6<sup>th</sup> NSSEO Board meeting.

### PERMISSION TO GO TO BID FOR MAINTENANCE VEHICLE

It was moved by Alva Kreutzer and seconded by Erin Johannesen to approve NSSEO administration to go out to bid for a 2016 (or newer) Ford F250 Long Truck (Cargo Van). On roll call vote – Ayes: Kreutzer, Krinsky, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None

### INFORMATION ITEMS

The following information items were presented: Professional Development update; position vacancies vs. current FTE enrollment; activity fund report; health insurance, TRS and IMRF wire transfers; first quarter financial report; and Program Highlights/Upcoming Events, District Communication.

### NEW BUSINESS

There was no new business.

### CLOSED SESSION

It was moved by Erin Johannesen and seconded by Deb McAtee to convene into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body or against legal counsel for the public body to determine its validity [5 ILCS 120/2 ©(1)] at 7:17 p.m. On roll call vote – Ayes: Fiarito, Krinsky, Johannesen, Composto, Botwinski, Kreutzer and McAtee. Nays: None.

### REGULAR SESSION

It was moved by Dennis Composto and seconded by Deb McAtee to adjourn closed session and reconvene into open session at 7:31 p.m. On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Fiarito, Composto, Krinsky and Kreutzer. Nays: None.

### REVIEW OF CLOSED SESSION MINUTES

It was moved by Alva Kreutzer and seconded by Dennis Composto to keep the NSSEO closed session minutes dated from September 7, 2016 through and including September 6, 2017 confidential and not to be released. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Kreutzer, McAtee, Fiarito and Botwinski. Nays: None.

### CLOSED SESSION

It was moved by Alva Kreutzer and seconded by Janice Krinsky to convene into a second closed session to discuss and review the Superintendent's evaluation process at 7:33 p.m. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

### REGULAR SESSION

Janice Krinsky directed the Board out of closed session and back into open session at 7:45 p.m. On roll call vote – Ayes: Fiarito, Botwinski, McAtee, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

### ADJOURNMENT

It was moved by Alva Kreutzer and seconded by Dennis Composto to adjourn the November 1, 2017 regular meeting of the NSSEO Governing Board at 7:46 p.m. On roll call vote: Ayes: Johannesen, Composto, Kreutzer, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

---

Carol Botwinski, Secretary

---

Janice Krinsky, President

**NSSEO PERSONNEL TRANSACTIONS  
November 1, 2017 MINUTES**

| <b>PROGRAM</b>      | <b>NAME</b>                  | <b>POSITION</b>         | <b>DESCRIPTION</b>                            | <b>EFFECTIVE DATE</b> |
|---------------------|------------------------------|-------------------------|---|-----------------------|
| <b>EXTRA DUTY</b>   |                              |                         |   |                       |
| Central Office-ALL  | JOHNSON, KIMBERLY            | LBS1                    | Childcare for Parent Behavior Training Series | 10/18/2017            |
| Central Office-ALL  | RIPOLI, PEGGY ANN            | Classroom Aide          | Childcare for Parent Behavior Training Series | 10/18/2017            |
| Central Office-ALL  | YABLON, HALEE ROSE           | Cafeteria Worker        | Childcare for Parent Behavior Training Series | 10/18/2017            |
| DHH Elementary      | PAGANO, JAMIE LEE            | SLP                     | Interp for Middle School Student              | 10/3/2017             |
| DHH HS Hersey       | WECHMAN-MUELLER, PAMELA LYNN | D/HH Teacher            | Interp. Jr. IAD                               | 9/19/17-10/5/17       |
| DHH Itinerant       | RICH, AMBER MICHELLE         | D/HH Teacher            | Sign Language Class                           | 10/12/2017            |
| DHH Middle School   | HARRIS, DANA COLLEEN         | Educational Interpreter | Interp. For Cross Country; Poms               | 9/18/17 - 9/29/17     |
| Kirk School         | COLE, ALLISON B              | LBS1                    | Homebound Tutoring for D.25 student           | 8/30/2017             |
| Kirk School         | KARL, AURORA ROBLES          | Classroom Aide          | After School Behavior Support (as needed )    | 10/16/2017            |
| Kirk School         | MAYER, LOUISE THERESA        | Classroom Aide          | Bus Aide/Driver                               | 10/17/2017            |
| Kirk School         | PELRINE, CINDY MARY          | Classroom Aide          | Bus Aide                                      | 10/12/2017            |
| Timber Ridge School | DEMMA JR, SALVATORE          | Building Assistant      | CPI Trainer Training                          | 10/10/2017            |
| Timber Ridge School | GENDERS, HARRISON            | Classroom Aide          | After School Supervision                      | 9/18/2017             |
| Timber Ridge School | GUIFFRE, STEPHANIE M         | Classroom Aide          | City Care Aide/D63; Regular Bus Aide          | 10/10/2017            |
| Timber Ridge School | JARGSTORF, DEBRA LILLIAN     | Classroom Aide          | After School Supervision                      | 10/10/2017            |
| Timber Ridge School | JARGSTORF, MICHAEL HENRY     | Classroom Aide          | Bus Aide                                      | 9/26/2017             |
| Timber Ridge School | SANTIAGO, YVETTE M           | Bilingual Assistant     | Girls Club                                    | 10/13/2017            |
| Timber Ridge School | SHERRY, KATHRYN F            | Psychologist            | After School Supervision                      | 10/6/2017             |

| PROGRAM                    | NAME                      | POSITION       | DESCRIPTION                              | EFFECTIVE DATE |
|----------------------------|---------------------------|----------------|--|----------------|
| Timber Ridge School        | VAHOS, JULIE R            | Art Teacher    | Additional Hours Beyond Regular Contract | 17-18          |
| Timber Ridge School        | WEBER, RACHEL JOANNE      | SLP            | After School Supervision                 | 10/3/2017      |
| <b>NEW HIRE ASSIGNMENT</b> |                           |                |  |                |
| Kirk School                | CAPRIO, JOSEPH            | Classroom Aide | Vacant                                   | 10/10/2017     |
| Miner School               | ABOONA, LANA              | Classroom Aide | Vacant                                   | 9/29/2017      |
| Miner School               | HERNANDEZ, CHRISTOPHER    | Classroom Aide | Vacant                                   | 10/3/2017      |
| Miner School               | KELLY, MEGAN A            | Classroom Aide | Vacant                                   | 10/3/2017      |
| Miner School               | SHARMA, VARUN             | Classroom Aide | Vacant                                   | 9/29/2017      |
| Timber Ridge School        | GORDON, MATT              | Classroom Aide | Vacant                                   | 10/16/2017     |
| <b>STAFF TERMINATION</b>   |                           |                |  |                |
| Kirk School                | BENTZ, AMY                | Classroom Aide | Resignation Received                     | 10/20/2017     |
| Kirk School                | BERGMAN, JUDITH A         | Classroom Aide | Retirement-No NSSEO Benefits             | 10/5/2017      |
| Timber Ridge School        | DEGREGORIO, PETER FRANCIS | Classroom Aide | Accepted Another Position                | 10/6/2017      |
| <b>STATUS CHANGE</b>       |                           |                |  |                |
| DHH Itinerant              | ELLENBAUM, GLORIA         | D/HH Teacher   | From: Active To: FMLA (paid)             | 10/10/2017     |
| Kirk School                | LOOS, EMMA MARIE          | LBS1           | From: Active To: FMLA (sporadic)         | 8/29/2017      |
| Kirk School                | MCLAUGHLIN, JEANNE N      | Classroom Aide | From: Active To: FMLA (sporadic)         | 10/10/2017     |
| Kirk School                | MUELLER, ROSA A           | LBS1           | From: FMLA (paid) To: FMLA (stop pay)    | 10/26/2017     |
| Kirk School                | SCHEIDT, CYNTHIA ANNE     | Classroom Aide | From: FMLA (sporadic 16-17) To: Active   | 2017-18        |
| Miner School               | BARRAGAN, SAMANTHA J      | Classroom Aide | From: FMLA (sporadic 16-17) To: Active   | 2017-18        |
| Miner School               | JOHANN, DEBRA DALE        | Classroom Aide | From: FMLA To: Active                    | 10/5/2017      |
| Timber Ridge School        | BIALEK, JOHN BART         | LBS1           | From: FMLA (2016-17) To: Active          | 2017-18        |

**MINUTES OF THE CLOSED SESSION OF THE  
GOVERNING BOARD OF NSSEO**

**B**

The closed session of the November 1, 2017 meeting of the NSSEO Governing Board was called to order by President Janice Krinsky at 7:28 pm at Kirk School, 520 S. Plum Grove Road, Palatine, IL 60067. Present were Governing Board members Deb McAtee, Alva Kreutzer, Erin Johannesen, Frank Fiarito, Carol Botwinski, and Dennis Composto. Also present were Judy Hackett, Julie Jilek, Heather Miehl, and Danielle Carter.

The Board conducted a review of Closed Session minutes from September 7, 2017 through September 6, 2017.

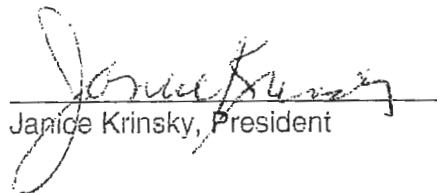
Julie Jilek updated the Board on a litigation matter.

Judy Hackett, Julie Jilek, Heather Miehl, and Danielle Carter were excused from closed session in order for the Board to conduct a review of the Superintendent's evaluation.

Janice Krinsky directed the Board out of closed session at 7:45 pm.



Julie Jilek, Secretary



Janice Krinsky, President