

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The April 4, 2018, 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, Illinois. Present were Governing Board members Debbi McAtee, Carol Botwinski, Erin Johannesen, Dennis Composto, District 211 Board Alternate, Peter Dombrowski and Alva Kreutzer.

In attendance from the NSSEO staff were Cathi Ivack, Cathy Williams, Brian Weems, Jill Anderson, Kim Dungan, Mary Ann McGinn, Sue Mahoney, Nancy Milne, Melissa Swanson, Jack O'Neal, Alison Dauernheim, Pam Radford, Judy Hackett, Julie Jilek, Heather Miehl and Danielle Carter. Also in attendance were Special Education Coordinator, Luci Donnon from District 21 and Administrative Representatives, Christie Samojedny, from District 23, Sara Tyburski, from District 57, Renee Erickson, from District 211; and Marni Johnson, from District 214. Amie Krummick, Kristyn Bair, Vanessa Wilkinson, and Gloria Guevara from NSSEO were also in the audience.

MINUTES OF THE REGULAR SESSION DATED MARCH 7, 2018

It was moved by Deb McAtee and seconded by Alva Kreutzer to approve the minutes of the regular session dated March 7, 2018. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Kreutzer, McAtee, and Botwinski. Abstain: Dombrowski. Nays: None.

PUBLIC COMMENT

There was no public comment.

SPECIAL RECOGNITION

Dr. Judy Hackett and Julie Jilek recognized retiring NSSEO Foundation Board President, Lynn Davis for her service to both NSSEO and the NSSEO Foundation. Lynn was an NSSEO Governing Board member representing District 211 from 2009 to 2011. Lynn became active on the NSSEO Foundation Board in 2011, serving as the President of the Foundation since 2015. Lynn accomplished a great deal during her tenure. Dr. Hackett and Julie thanked Lynn on behalf of all NSSEO students, staff and administrators for her steadfast support and fundraising efforts that have provided NSSEO with the resources that have improved learning and enhanced our classrooms and schools.

SPOTLIGHT ON NSSEO STARS-PETER VLACHOS-INFINITEC NORTH TECHNOLOGY AWARD

Kim Dungan, Principal of Kirk School introduced Peter Vlachos, a District 214 student from Kirk School who began his use of assistive technology in District 21. Peter is a well-deserving recipient of the 2017-2018 Infinitec North Outstanding Student Technology Achievement Award. Peter works diligently every day to use assistive technology to communicate. Assistive technology provides Peter with a strong voice to communicate his creative thoughts, express his goals and help plan for a successful life post school.

CONSENT AGENDA

President 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 April 2018, Batch #1151; Procurement-Card automatic payment; Personnel Transactions dated April 4, 2018; Payroll Expenditures by fund for the February 28, 2018 and March 15, 2018 payrolls; and Non-Resident Student Placement requests for Timber Ridge and Miner Schools.

DISBURSEMENT LIST DATED APRIL 2018/BATCH #1151

It was moved by Erin Johannesen and seconded by Deb McAtee to approve the disbursement list dated April 2018/Batch #1151, in the amount of \$498,361.05. On roll call vote - Ayes: Johannesen, Composto, Kreutzer, Botwinski, Dombrowski, McAtee and Krinsky. Nays: None.

PROCUREMENT-CARD AUTOMATIC PAYMENT

It was moved by Erin Johannesen and seconded by Deb McAtee to approve the procurement-card automatic payment in the amount of \$31,332.59 to BMO Financial Group on April 10, 2018. On roll call vote – Ayes: Johannesen, Composto, Kreutzer, Botwinski, Dombrowski, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED APRIL 4, 2018

It was moved by Erin Johannesen and seconded by Deb McAtee to approve the personnel transactions dated April 4, 2018, which included the hiring and transfers of staff (a copy of which is made a part of these minutes). On roll call vote - Ayes: Johannesen, Composto, Kreutzer, Botwinski, Dombrowski, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Erin Johannesen and seconded by Deb McAtee to approve the payroll expenditures by fund for the February 28, 2018 and March 15, 2018 payrolls. On roll call vote – Ayes: Johannesen, Composto, Kreutzer, Botwinski, Dombrowski, McAtee and Krinsky. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUESTS

It was moved by Erin Johannesen and seconded by Deb McAtee to approve the requests for placement of non-resident students at Timber Ridge and Miner Schools for the remainder of the 2017-2018 school year with all educational costs to be paid by the students' district of residence. On roll call vote – Ayes: Johannesen, Composto, Kreutzer, Botwinski, Dombrowski, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION ACT

Dr. Hackett stated that NSSEO had received one request under the Freedom of Information Act. The FOIA was treated as a "voluminous request". A response letter was sent on March 1, 2018 asking for an amended request within 10 business days. NSSEO has not received an amended request.

NATIONAL/STATE UPDATE/NSSEO EVENTS

Dr. Hackett shared that on March 19th, NSSEO Board President, several parents and NSSEO program principals and leadership team met with Ms. Heather Calomese, ISBE's recently-appointed Executive Director of Special Education. Ms. Calomese toured Miner and Timber Ridge Schools and received an overview that included the NSSEO vision, scope of customize programs and services aligned to student and district needs.

Dr. Hackett also shared details on the NSSEO Legislative Roundtable that was held on March 22nd. The purpose of the event was to create a platform for legislators, parents, board members and educational leaders to address current resources and process challenges that young adults with significant disabilities and their families face as they exit school. Dr. Hackett stated that the NSSEO Parent Education Resource Center (PERC) will host workshops, speakers, networking and discussions for families, coupled with continued community conversations with stakeholders, to build upon the momentum and commitment of this work.

DIRECTOR OF INNOVATIVE LEARNING & TECHNOLOGY RECOMMENDATION

Dr. Hackett shared that as part of the refining of the NSSEO infrastructure to best align to ongoing needs, the leadership team felt the critical aspects of the evolving Technology Coordinator position return to a full time position. After retiring in 2013, Mary Ann McGinn has continued to serve as the NSSEO Technology Coordinator part-time. The revised position will continue to integrate and align instructional practices,

interventions, and assessments to instructional decision making while seamlessly infusing technology across the cooperative. After an extensive search, a final decision and recommendation was determined. The NSSEO Administration recommended Christina Crabtree for the Director Innovation Learning and Technology position.

It was moved by Janice Krinsky and seconded by Erin Johannesen to approve the Administrative recommendation to hire Christina Crabtree for the Director of Innovative Learning and Technology position effective the 2018-2019 school year. On roll call vote – Ayes: Botwinski, McAtee, Dombrowski, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

AUTISM AWARENESS MONTH

Dr. Pam Radford stated April is National Autism Awareness month which provides an excellent opportunity to promote autism awareness. Pam introduced Amie Krummick and Krystin Bair, NSSEO Autism Coaches who provide coaching and Professional Development trainings to students within NSSEO programs and member districts. Amie and Krystin shared a mini-overview on Autism Awareness and the struggles students have.

INFINITEC MEMBERSHIP FY 18

NSSEO has been a member of the Infnitec North Assistive Technology Coalition for over seventeen years. Infnitec's mission is "*infinite potential through technology*" and has a strong established reputation as a member-based organization across Illinois and expanded to serve other states. Dr. Hackett stated that our member district administrative representatives have continued to support our membership in the Infnitec coalition which enables the districts to access expert resources in Assistive Technology.

It was moved by Alva Kreutzer and seconded by Deb McAtee to approve membership for FY19 in the Infnitec Assistive Technology Coalition at a cost of 60 cents per student based on member districts' previous Fall Housing Report, at an approximate total cost of \$29,030.40. On roll call vote – Ayes: Krinsky, Kreutzer, Johannesen, Botwinski, McAtee, Composto and Dombrowski. Nays: None.

NSSEO HUMAN RESOURCES DEPARTMENT UPDATE

RESOLUTION FOR DISMISSAL AND NONRENEWAL OF FOURTH AND FINAL YEAR PROBATIONARY TEACHERS

Danielle Carter presented a resolution for dismissal of fourth and final year probationary staff.

It was moved by Alva Kreutzer and seconded by Deb McAtee to adopt a resolution for dismissal of fourth and final year probationary teachers. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Kreutzer, Johannesen and Dombrowski. Nays: None.

KIRK ASSISTANT PRINCIPAL RECOMMENDATION

Danielle Carter stated the Assistant Principal position recently became available due to Jill Anderson's resignation and acceptance of the Principal position at Park School in Evanston Elementary School District 65. Danielle stated that as the hiring process was being conducted for the Instructional Coordinator at Kirk School, Christine Pasquesi rose to the top of candidates.

It was moved by Dennis Composto and seconded by Carol Botwinski to approve the Administrative recommendation to hire Christine Pasquesi for the Assistant Principal position at Kirk School effective the 2018-2019 school year. On roll call vote – Ayes: Kreutzer, Dombrowski, Krinsky, Composto, Johannesen, McAtee and Botwinski. Nays: None.

DIRECTOR OF BUSINESS SERVICES RECOMMENDATION

Julie Jilek stated the Director of Business Services position has become available due to the upcoming retirement of Cathy Williams. After a very thorough and comprehensive process to replace Cathy, the NSSEO Administration recommended Mr. Gavin McGinn for the position.

It was moved by Erin Johannesen and seconded by Dennis Composto to approve the Administrative recommendation to hire Gavin McGinn for the Director of Business Services position effective the 2018-2019 school year. On roll call vote – Ayes: Dombrowski, Krinsky, Johannesen, Composto, Botwinski, Kreutzer and McAtee. Nays: None.

NSSEO BUSINESS DEPARTMENT UPDATE

FOUNDATION UPDATE

Julie Jilek reported that there was no NSSEO Foundation information to share at this time.

FINANCE ADVISORY COMMITTEE UPDATE / BUDGET PRESENTATION

Julie Jilek distributed binders which contained the proposed FY19 NSSEO budget. She narrated a brief presentation and pointed out the highlights of the proposed budget and stated that the Finance Advisory Committee recommended that the Board vote to transmit the budget to member districts for review and approval.

PUBLIC HEARING, PROPOSED 2018-19 BUDGET

It was moved by Erin Johannesen and seconded by Carol Botwinski to recess the regular meeting and convene the public hearing for the purpose of public review of the proposed 2018-19 budget.

On roll call vote – Ayes: McAtee, Botwinski, Johannesen, Composto, Krinsky, Dombrowski and Kreutzer. Nays: None.

No comments or questions were presented from the audience.

It was moved by Deb McAtee and seconded by Dennis Composto to adjourn the public hearing and reconvene the regular meeting. On roll call vote – Ayes: Composto, Johannesen, Krinsky, Kreutzer, McAtee, Dombrowski and Botwinski. Nays: None.

TRANSMITTAL OF THE PROPOSED 2018-19 BUDGET TO MEMBER DISTRICTS

It was moved by Peter Dombrowski and seconded by Carol Botwinski to transmit the FY19 NSSEO budget to the member districts for review and action. A directed vote on the FY19 Budget would be anticipated at the June 6, 2018 NSSEO Governing Board Meeting. On roll call vote - Ayes: Johannesen, Composto, Kreutzer, Botwinski, Dombrowski, McAtee and Krinsky. Nays: None.

2018 NSSEO EXTENDED SCHOOL YEAR BUDGETS (ESY)

Julie Jilek stated at the March 7, 2018 NSSEO Governing Board meeting, the projected staffing plans and salary schedules for extended year services were presented and approved by the Board. Julie Jilek presented the Extended School Year budgets for the 2018 ESY based on those staffing plans for Kirk School, Miner School, Riley School, Timber Ridge School, the DH/H Elementary/Middle School Program, and the DH/H Itinerant Program.

It was moved by Erin Johannesen and seconded by Deb McAtee to approve the financial operating budgets for the 2018 NSSEO extended school year services, which would provide programs and services for the special education population in the NSSEO ESY policy, as determined on an individual child basis. On roll call vote - Ayes: Botwinski, McAtee, Dombrowski, Composto, Krinsky, Johannesen and Kreutzer. Nays: None.

PERMISSION TO BID – NSSEO SUBURBAN

Julie Jilek stated that NSSEO currently maintains a small fleet of First Division vehicles for transporting students to and from Timber Ridge School, for community based instruction, work experiences, and for integration opportunities. Due to the success of this program and opportunities for cost savings, NSSEO would like to continue to expand its' student transportation program with the purchase of one new First Division vehicle. Julies stated that, there is sufficient funds in the NSSEO budget to cover the cost of a new vehicle.

It was moved by Alva Kreutzer and seconded by Erin Johannesen to grant permission for NSSEO to go out to bid for one (1) new Chevy Suburban. On roll call vote – Ayes: Krinsky, Kreutzer, Johannesen, Botwinski, McAtee, Composto and Dombrowski. Nays: None.

INFORMATION ITEMS

The following items were presented: Position Vacancies/current FTE enrollment; Professional Development highlights; Activity Fund report dated 2/1/18 – 2/28/18; NSSEO Health Insurance, TRS and IMRF wire transfers; Infnitec Awards Dinner; and the Blind Census survey.

NEW BUSINESS

No new business.

ADJOURNMENT

It was moved by Deb McAtee and seconded by Alva Kreutzer to adjourn the April 4, 2018, regular meeting of the NSSEO Governing Board at 8:35 p.m. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Kreutzer, Johannesen and Dombrowski. Nays: None.

Carol Botwinski, Secretary

Janice Krinsky, President

**NSSEO PERSONNEL TRANSACTIONS
APRIL 4, 2018 MINUTES**

| PROGRAM | NAME | POSITION | DESCRIPTION | EFFECTIVE DATE |
|---------------------|--------------------------|--|--|-------------------------|
| EXTRA DUTY | | | | |
| DHH Elementary | CLEVELAND, SALLY | Signing Classroom Aide | Hours beyond-Late Bus | 2/22/2018 |
| DHH HS Hersey | AIMERS, SUSAN L | Job Coach Assistant/Program Support Services | Sign Language Instructor | 2/13/18- 2/20/18 |
| DHH HS Hersey | ALVARADO, MAUREEN | Educational Interpreter | Academic Bowl Practice | 3/9/18- 3/13/2018 |
| DHH Middle School | HARRIS, DANA COLLEEN | Educational Interpreter | Interpreter for various activities | 2/13/18 - 2/22/18 |
| DHH Middle School | JASINOWSKI, SAMANTHA | Educational Interpreter | Interpreter for various activities | 12/13/17- 1/31/18 |
| DHH Middle School | PAGANO, JAMIE | D/HH SLP | Interpreter for various activities | 3/1/18-3/15/18 |
| DHH Middle School | SALYARDS, KIMBERLEE | D/HH Teacher | Sign Language Instructor/ASL Club Instructor | 2/21/2018- 2/28/2018 |
| DHH Middle School | SPENCER, CHASSIDY | Educational Interpreter | After School Interpreting | 2/27/18-3/6/18 |
| Kirk School | RICKETTS, DANIEL CHARLES | Classroom Aide | 1:1 Aide for Student participating in Track After School | 3/1/18-5/30/18 |
| Kirk School | SUCHALA, ANTHONY | Building Assistant | 1:1 Aide for Student participating in Track After School | 3/5/18-5/30/18 |
| Kirk School | VASQUEZ, BARBARA | Employment Specialist | Sub Bus Aide | 3/5/18-5/30/18 |
| Miner School | BARRAGAN, MERANDA | Classroom Aide | Girls Sleepover Event | 2/2/18-2/3/18 |
| Riley-RTMS | KAMANGA, THANDIWE | 1:1 Nurse | 1:1 Nurse Bus Aide | 2/21/18-3/2/18 |
| Timber Ridge School | FUEHRING, MADELINE | Classroom Aide | Book Club | 3/14/18 - 5/30/18 |
| Timber Ridge School | JARGSTORF, MICHAEL | Classroom Aide | Lego Club | 2/26/2018 |
| Timber Ridge School | JOHNSON, JENNIFER | Classroom Aide | Running Club | 3/1/18 - 5/30/18 |
| Timber Ridge School | OLSON, TRACEY | Social Worker | After School Supervision | 2/28/2018 |

| | | | | |
|----------------------------|----------------------|-------------------------------------|--|--------------------------|
| Timber Ridge School | SNOWBECK, KRISTA | LBS1 | Homework Club | 3/15/18 - 5/30/18 |
| Timber Ridge School | SUMMERS, MEGAN | Classroom Aide | Book Club | 3/14/18- 5/30/18 |
| NEW HIRE ASSIGNMENT | | | | |
| Kirk School | BREKKE, ERIK | Instructional Coordinator | Vacant | 7/1/2018 |
| Kirk School | WAYNE, JESSICA | Classroom Aide | Vacant | 3/1/2018 |
| STAFF TERMINATION | | | | |
| Central O&M | PAROTTO, ROBERT J JR | Maintenance Supervisor | Retirement | 6/29/2018 |
| DESC | GORECKI, NANCY KAY | 1:1 Nurse/D.23 | Retirement/NO NSSEO Benefits | 5/30/2018 |
| Kirk School | ANDERSON, JILLIAN | Assistant Principal | Resignation Received | 6/29/2018 |
| Kirk School | DUNGAN, KIMBERLY | Principal | Retirement | 6/29/2018 |
| Kirk School | LAABS, EMILY | Social Worker | Resignation Received | 5/30/2018 |
| Miner School | KOWALSKI, MARY | Classroom Aide | Retirement | 5/30/2018 |
| Timber Ridge School | FISCHER, LUKE | Psychologist | Resignation Received | 5/30/2018 |
| Timber Ridge School | GENDERS, HARRISON | Classroom Aide | Resignation Received | 3/23/2018 |
| Timber Ridge School | KOWALSKI, ALEXANDER | LBS1 | Resignation Received | 5/30/2018 |
| VAC | HILL, GREGORY | Transition Specialist | Retirement | 6/29/2018 |
| STATUS CHANGE | | | | |
| Central Office-ALL | BROWNING, MICHAEL | Building and Grounds Coordinator | From: Classified To: Admin | 7/1/2018 |
| Central Office-ALL | MAHONEY, SUSAN ANN | SLP/AT/OT/PT Coordinator | From: Active To: Sporadic FML | 3/13/2018 |
| Kirk School | BEHNKE, JAMIE | Building Assistant | From: Active To: FMLA | 4/2/2018 |
| Kirk School | HANSON, TARA | LBS1 | From: Active To: LOA | 2018-19 |
| Kirk School | HERRERA, DOUGLAS | LBS1 | From: Active To: FMLA | 3/12/2018 - 3/19/2018 |
| Kirk School | PARIKH, KUMUDBEN | Classroom Aide | From: Active To: FMLA From: FMLA To: Active | 2/1/2018 - 3/7/2018 |
| Kirk School | PINSON, JUDITH ANN | Classroom Aide | From: FMLA To: Active | 12/19/2017 |
| VAC | DUSEK, REBECCA | Transition Specialist | From: ESP To: Admin | 7/1/2018 |