

MINUTES OF THE MEETING OF THE GOVERNING BOARD OF NSSEO

The February 7, 2018, meeting of the NSSEO Governing Board was called to order by President Janice Krinsky at 7:00 p.m. at NSSEO Administration, 799 West Kensington Road, Mt. Prospect, IL. Present were Governing Board Members Debbi McAtee, Carol Botwinski, Erin Johannesen, Frank Fiarito, Dennis Composto and Alva Kreutzer.

In attendance from the NSSEO staff were Bryan Bolger, Brian Weems, Jill Anderson, Kim Dungan, Cathi Ivack, Mary Ann McGinn, Nancy Milne, Molly Dunne, Cathy Kostecki, Katie White, Nancy D'Andrea, Sue Mahoney, Melissa Swanson, Jack O'Neal, Alison Dauernheim, Pam Radford, Julie Jilek, Heather Miehl and Danielle Carter. Others in attendance were administrative representatives Sara Tyburski, District 57; Renee Erickson, District 211; Marni Johnson, District 214; and NSSEA Executive Board Member, John Bialek. Also in attendance were students from Buffalo Grove High School who were being recognized as shining stars along with family members.

MINUTES OF REGULAR SESSION DATED JANUARY 9, 2018

It was moved by Deb McAtee and seconded by Erin Johannesen to approve the minutes of the regular session dated January 9, 2018. On roll call vote - Ayes: Johannesen, Krinsky, Kreutzer, McAtee, Fiarito and Botwinski. Nays: None. Abstain: Composto.

PUBLIC COMMENT

There was no public comment.

SPOTLIGHT ON NSSEO SHINING STARS – Aby Gonzalez & Megan George

Molly Dunne introduced Aby Gonzalez and Megan George who are students from Buffalo Grove High School who receive vision and orientation and mobility services. Working together, the girls created a business plan to raise awareness for the blind and visually impaired community. The business plan included producing and selling chocolate covered pretzels resembling white canes to the students and faculty of Buffalo Grove High School. They also attached braille quotes to the "white cane pretzels" raising further awareness. Throughout their work on this project, Aby and Megan exhibited growth in self-determination, social interaction, assistive technology, and career skills. By engaging with the faculty and their peers, Aby and Megan raised \$300 which they donated to *LIMBS International*, as well as increasing their schools knowledge regarding the importance of braille and white canes. Aby and Megan are exemplary examples of NSSEO's mission to Engage, Connect, and Grow.

FACILITY PLANNING COMMITTEE MEETING UPDATE

Julie Jilek introduced Joe Papanicholas from Nicholas & Associates, Inc. Joe explained his role as the construction manager for the Timber Ridge addition and renovation project. Joe spoke about revised plans and adjustments to the original timeline for the Timber Ridge project.

CONSENT AGENDA

President Krinsky 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 2018/Batch #1126, procurement card automatic payment; personnel transactions dated February 7, 2018; payroll expenditures by fund for the January 12, 2018 payroll, and non-resident student placement requests.

DISBURSEMENT LIST DATED FEBRUARY 2018/BATCH #1126

It was moved by Alva Kreutzer and seconded by Erin Johannesen to approve the disbursement list dated February 2018/Batch #1126, in the amount of \$2,277,899.54. On roll call vote - Ayes: Johannesen, Composto, Kreutzer, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

PROCUREMENT CARD AUTOMATIC PAYMENT

It was moved by Alva Kreutzer and seconded by Erin Johannesen to approve the debit transaction of \$16,641.61 to BMO Financial Group on February 10, 2018. On roll call vote – Ayes: Johannesen, Composto, Kreutzer, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

PERSONNEL TRANSACTIONS DATED FEBRUARY 7, 2018

It was moved by Alva Kreutzer and seconded by Erin Johannesen to approve the personnel transactions dated February 7, 2018, 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: Johannesen, Composto, Kreutzer, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

PAYROLL EXPENDITURES BY FUND

It was moved by Alva Kreutzer and seconded by Erin Johannesen to approve the payroll expenditures by fund for the January 12, 2018 payroll. On roll call vote - Ayes: Johannesen, Composto, Kreutzer, Botwinski, Fiarito, McAtee and Krinsky. Nays: None.

NON-RESIDENT STUDENT PLACEMENT REQUEST

It was moved by Alva Kreutzer and seconded by Erin Johannesen to approve the request for placement of non-resident students at Kirk and Timber Ridge 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, Fiarito, McAtee and Krinsky. Nays: None.

SUPERINTENDENT'S REPORT

FREEDOM OF INFORMATION

Heather Miehl stated that NSSEO had received one (1) request under the Freedom of Information Act. The requested information was granted.

NSSEO MID-YEAR PROGRESS REPORT ON BOARD GOALS

Heather Miehl provided a mid-year report highlighting the important focus areas reflected in the three strategic priorities of instructional practices, transition planning and IEP best practices. This midyear update also serves as a guide to further refine, emphasize and accelerate our efforts towards each of the NSSEO Continuous Improvement goals and priorities.

Members of the Leadership team addressed the Board and shared the improvements made to our transition services and goals, instructional practices, and the implementation of coaching and mandatory staff trainings. Next month the Transition Resource Team will provide an update.

HIGHLIGHTS FROM INSTITUTE DAY

Dr. Pam Radford provided an update highlighting IEP Best Practices and the January Institute Day. The feedback from the 500 educators in attendance was positive.

UPCOMING EVENTS

Bryan Bolger extended an invite to the Board and the audience to attend the upcoming Winter Wonderland event at SLOEC on Saturday, February 17th.

NSSEO HUMAN RESOURCES UPDATE

POLICY COMMITTEE 2ND READING

Danielle Carter stated that the policy committee had met on Tuesday, January 9th to review the suggested changes made by PRESS Plus for revisions to the NSSEO Board Policy Manual and presented the revisions for a first reading at the January 9th Governing Board Meeting. Two (2) policies, Policy 4:15 Identity Protection and Policy 6:50 School Wellness, have been tabled for further discussion per our attorney's instruction. Danielle stated that these policies will be presented for approval in the spring.

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

ADOPTION OF 2018-2019 NSSEO SCHOOL CALENDAR

Danielle Carter stated that the calendar committee met on Monday, January 29th to review member district calendars and make recommendations for the 2018-2019 NSSEO School Year Calendar. Danielle stated that NSSEO will observe Rosh Hashanah and work on Yom Kippur. The committee recommends the NSSEO proposed calendar to begin on August 15, 2018 and end the school year on May 30, 2019 if no emergency days are used.

It was moved by Deb McAtee and seconded by Alva Kreutzer to approve the 2018-2019 NSSEO School Calendar as presented. On Roll call vote – Ayes: Krinsky, Kreutzer, Johannesen, Botwinski, McAtee, Composto and Fiarito. Nays: None.

NSSEO BUSINESS DEPARTMENT UPDATE

NSSEO FOUNDATION UPDATE

Julie Jilek shared the upcoming Showcase of Arts on March 3rd and 4th at Kirk School.

FINANCE ADVISORY COMMITTEE UPDATE

Julie Jilek provided highlights from the January 31, 2018 meeting of the Finance Advisory Committee. The NSSEO Continuous Improvement Plan main areas of focus, enrollment projections, staffing projections and reserve recommendations were reviewed as well as other factors with potential impact on the budget. The next Finance Advisory Committee meeting is scheduled for March 7, 2018 at 4:00 p.m.

E-RATE CONTRACT RENEWAL 2018

Julie Jilek stated that our Comcast internet services contract is up for renewal. As part of the renewal process, NSSEO took an in-depth look at our current internet usage. The continual expansion of the use of technology connected to classroom instruction has resulted in the need to expand our bandwidth to accommodate the growth. Comcast has provided NSSEO with a new proposal to replace the current internet framework with a more robust infrastructure. There will be an increase in cost of \$28,000, however NSSEO is currently reimbursed at 80% for internet services through the E-rate program.

It was moved by Erin Johannesen and seconded by Frank Fiarito to enter into Agreement with Comcast for internet services at a cost of \$8,097.25 per month for 36 months. On roll call vote – Ayes: Composto, McAtee, Krinsky, Botwinski, Fiarito, Kreutzer, and Johannesen. Nays: None.

CHOICE OFFICE EQUIPMENT COPY MACHINE PROPOSAL

Julie Jilek explained that NSSEO is currently in the third year of leases with Choice Office Equipment through Leaf Financial Corporation for nine (9) Kyocera copy machines and COTG through Xerox Financial Services for one (1) Xerox copy machine. Julie stated that NSSEO is now at a point where the current leases can be combined into one lease, providing NSSEO with cost savings. NSSEO received a proposal from Choice Office Equipment which would upgrade all machines and the COTG lease would be bought out by Choice Office Equipment and provide NSSEO with an annual savings of \$28,728.00.

It was moved by Frank Fiarito and seconded by Carol Botwinski to enter into a five-year Agreement with Choice Office Equipment for ten (10) Kyocera copy machines at a cost of \$8,701 per month. On roll call vote – Ayes: Kreutzer, Krinsky, Composto, Johannesen, Fiarito, McAtee and Botwinski. Nays: None.

INFORMATION ITEMS

Other informational items included: Program Highlights; position vacancies/current FTE enrollment; the activity fund report dated 12/1/17 - 12/31/17; 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 Alva Kreutzer to adjourn the February 7, 2018 regular meeting of the NSSEO Governing Board at 8:15 p.m. On roll call vote: Ayes: Fiarito, Krinsky, Johannesen, Composto, Botwinski, Kreutzer and McAtee. Nays: None.

Carol Botwinski, Secretary

Janice Krinsky, President

**NSSEO PERSONNEL TRANSACTIONS
February 7, 2018 MINUTES**

PROGRAM	Name	POSITION	DESCRIPTION	EFFECTIVE DATE
Current Employee Assignment				
Miner School	BROKAMP, RYAN JOSEPH	Building Assistant	From: Classroom Aide, II-2 To: Building Assistant IV-2	1/22/18
Miner School	NODAL, JOSHUA	Building Assistant	From: Classroom Aide, II-2 To: Building Assistant IV-2	1/8/18
Extra Duty				
DESC	HOEKSTRA, ANN	Bilingual Psychologist	Psych-Evaluation for Dist. 34 student	10/30/17 - 12/4/17
DHH Elementary	TURNER, EMILY	Educational Interpreter	Holiday Concert	12/19/17
DHH Middle School	BATURA, ELZBIETA	Signing Classroom Aide	Poms/Basketball/Anime Club	1/19/18
DHH Middle School	SALYARDS, KIMBERLEE A	D/HH Teacher	ASL Class/ASL Club	1/10/18-1/24/18
DHH Middle and Hersey HS	HARRIS, DANA COLLEEN	Educational Interpreter	Poms/Basketball/Anime/ Academic Bowl Practice	12/4/17 - 12/15/17
DHH Hersey HS	WECHMAN-MUELLER, PAM	D/HH Teacher	Interp for Wrestling Practice and Meets	1/8/18 - 1/20/18
Miner School	GERTIE, JILLIAN E	Classroom Aide	Bus Safety	12/7/17- 12/12/17
Miner School	HERNANDEZ, CHRISTOPHER	Classroom Aide	Substitute Bus Aide	12/21/17 - 5/30/18
Miner School	MASON, JEFFREY JAMES	LBS1	Job Coach	11/20/17 - 12/11/17
Miner School	PORTERA, LAURA	Classroom Aide	Long Term Teacher Sub/4 hrs Class Prep	12/28/17
Riley-RTMS	CAPLAN, JAN	Nurse	Rode Bus with Student	1/23/18
Riley-RTMS	KAMANGA, THANDIWE	1:1 Nurse	1:1 Bus Aide	12/4/17 - 12/21/17

PROGRAM	Name	POSITION	DESCRIPTION	EFFECTIVE DATE
Timber Ridge School	BRYAN, ANTHONY M	Classroom Aide	Bus Aide	1/8/18
Timber Ridge School	FUEHRING, MADELINE	Classroom Aide	After School Supervision	1/25/18
Timber Ridge School	GENDERS, HARRISON H	Classroom Aide	Bus Aide	1/11/18
Timber Ridge School	JORDAHL, CHANDLER LEE	LBS1	Packing Classroom	1/19/18
New Hire Assignment				
Central Office-ALL	ASHBY, KAYLA	Business Services Admin Assist	Vacant: Polen	1/16/18
DHH Elementary	Spencer, Chassidy	Educational Interpreter	Vacant	1/8/18
Miner School	ALVA, ZENIA	Classroom Aide	Vacant	1/22/18
Miner School	SPANDIARY, CHRISTIAN	LBS1	Vacant: Halfen	1/8/18
Timber Ridge School	FUEHRING, MADELINE	Classroom Aide	Vacant	1/22/18
Pay Change				
DHH Elementary	SPENCER, CHASSIDY	Educational Interpreter	From: IV-0 \$20.84/hr To: \$22.43/hr	1/8/18
Staff Termination				
Timber Ridge School	GUIFFRE, STEPHANIE M	Classroom Aide	Resignation Received	1/19/18
Status Change				
DHH HS Hersey	UKLEJA, KATIE LYNN	Educational Interpreter	From: Active To: FML (paid)	1/29/18
DHH HS Hersey	UKLEJA, KATIE LYNN	Educational Interpreter	From: FML (paid) To: FML (unpaid)	2/15/18
Timber Ridge School	FOX, MARY LYNN	STEM Teacher	From: FML To: Active	1/8/18