



APPROVED

Minutes of the Meeting  
**EXECUTIVE COMMITTEE**  
September 9, 2009

1. Chair Koch called the meeting to order at 4:32 p.m. The following members were present:

**Executive Committee:**

Ms. Madeleine Fern	Glenbrook Area Board Member
Dr. Ed Tivador	Glenbrook High School Superintendent
Ms. Christine Rossman	Northern Area Board Member
Dr. George Fornero	Northern Area High School Superintendent
Ms. Susan Rohrman	New Trier Area Board Member
Dr. Cathlene Crawford	New Trier Area Superintendent
Mr. James Koch	New Trier High School Board Member

**Also Present:**

Tim Thomas	NSSSED Superintendent
Carol Steffens	NSSSED Executive Assistant
Bill Charis	Director of Personnel and Compliance
Karen Noonan	Director of Programs and Support Services
Alice Koshaba	Director of Business Services and Facilities
Marilee Ciello	Director of Professional Development and District Services
Rebecca Streit	Executive Director of LICA
Doug Bolton	Administrator of North Shore Academy
Nancy Kind	Administrator of Early Childhood Program
Jennifer Pearson	Administrator of Educational & Life Skills Program
Eric Martin	Administrator for Technology
Carrie De La Cruz	District Services Coordinator
Kristin Swanson	District Services Coordinator
Andy Piper	District Services Coordinator
Pam Radford	District Services Coordinator
Maggie Liddell	District Services Coordinator
Lauren Schulman	ECP Program Supervisor
Bill Bennett	Pepper Construction
Andrew Hellerman	Pepper Construction

2. **COMMUNICATIONS**

The Superintendent referred to articles appearing in *Education Week* regarding stimulus funds and mentioned the letter announcing the retirement of the Director of Personnel and Compliance. The Pandemic Communicable Disease Plan for NSSSED and Staff Bulletin were also included in the packet. Also announced was the Board Tour which will take place on October 21<sup>st</sup>.

3. **MINUTES OF THE 7/8/09 MEETING AND CLOSED SESSION AND 7/14/09 MEETING**

Ms. Fern moved to approve the minutes of the July 8, 2009 Executive Committee meeting and Closed Session and the minutes of the July 14, 2009 meeting. Dr. Crawford seconded the motion and the minutes were unanimously approved.

Approved  
Unanimously

4. **AUDIOTAPE DESTRUCTION OF CLOSED SESSION 2/13/08**

Ms. Fern moved to approve the destruction of the closed session audiotape of 2/13/08. Ms. Rossman seconded the motion and it was unanimously approved.

Approved  
Unanimously

5. **NSSD DISBURSEMENT REPORTS FOR THE PERIOD ENDING 7/31/09 AND 8/31/09 AND FINANCIAL REPORTS FOR THE PERIOD ENDING 6/30/09 AND 7/31/09** Approved  
Unanimously

Ms. Koshaba, Director of Business Services and Facilities, reviewed the NSSD bills for the period ending July 31, 2009 and Financials for period ending May 31, 2009. Ms. Fern made the following motion: Be It Resolved that the attached list of bills be approved for payment and the Chair and Secretary are hereby directed to certify the same to the Treasurer for payment in accordance with the provisions of Section 5/10-20.19 of the School Code. Disbursements to be approved for the month of July totaled \$1,924,599.08 and for August \$1,287,091.20. Financials to be approved for the month of June 2009, showed investments totaled \$3,200,947.88, and for the month of July 2009, totaled \$2,202,126.95.

Dr. Crawford seconded the motion and, on a roll call, the vote was:  
AYE: Ms. Fern, Dr. Crawford, Dr. Fornero, Ms. Rossman, Ms. Rohrman,  
Dr. Tivador, Mr. Koch.  
NAY: None.
6. **LICA DISBURSEMENT REPORTS FOR THE PERIOD ENDING 7/31/09 AND 8/31/09 AND FINANCIAL REPORTS FOR PERIOD ENDING 6/30/09 AND 7/31/09** Approved  
Unanimously

Ms. Koshaba, Director of Business Services and Facilities, reviewed the LICA bills for the period ending July 3, 2009 and August 31, 2009 and the Financials for June 30, 2009 and July 31, 2009.

Ms. Rossman made the following motion: Be It Resolved that the attached list of bills be approved for payment and the Chair and Secretary are hereby directed to certify the same to the Treasurer for payment in accordance with the provisions of Section 5/10-20.19 of the School Code. Disbursements to be approved for the month of July totaled \$193,826.98 and August totaled \$105,037.69. Financials to be approved for the month of June 2009 showed investments totaled \$ and for the month of July 2009, totaled \$457,889.12.

Dr. Tivador seconded the motion and, on a roll call, the vote was:  
AYE: Ms. Fern, Dr. Crawford, Dr. Fornero, Ms. Rossman, Ms. Rohrman,  
Dr. Tivador, Mr. Koch.  
NAY: None.
7. **NSSD/NSSRA COOPERATIVE PROGRAMMING AND INTERGOVERNMENTAL AGREEMENT**

Bill Charis, Director of Personnel & Compliance, and Karen Noonan, Director of Programs and Support Services, provided background on the 37-year cooperative relationship between NSSD and NSSRA for the joint summer program. An intergovernmental agreement has been put together based on a review and revision of practices for the Committee to review and brought back for a vote in October.
8. **PROGRAMS AND SERVICES OPENING REPORT**

Carrie De La Cruz, Kristin Swanson, Andy Piper, Pam Radford, Maggie Liddell, District Services Coordinators, reported on the beginning of the school in each of the areas served by NSSD.
9. **BUILDING PROJECT UPDATE**

The Superintendent reported that the project continues to progress as expected with timelines and financials being on target. The Phase IV bidding will take place in early October.
10. **STRATEGIC PLAN**

The Superintendent introduced Ed Tivador, Superintendent of Northbrook District 30, who gave a presentation on the NSSD strategic planning process to which he has provided consultation and facilitation. A binder with Annual Goals will be brought back to the October meeting.

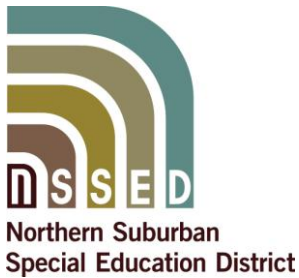
11. **PERSONNEL** Approved  
Unanimously  
Bill Charis, Director of Personnel and Compliance, presented the following items for Committee approval: request to employ five certificated personnel; approve two maternity leaves; reemploy four certified personnel; employ thirty-nine non-certified personnel; and end employment of twenty-nine non-certified personnel. Ms. Rossman moved to approve the personnel actions as presented.  
Ms. Rohrman seconded the motion and on a roll call, the vote was:  
AYE: Dr. Crawford, Dr. Fornero, Ms. Rohrman, Dr. Tivador,  
Mr. Koch.  
NAY: None.
12. **FINANCE COMMITTEE RESTRUCTURE** Approved  
Unanimously  
Dr. Fornero moved for the Committee to recommend the Board approve the restructured NSSED Finance Committee consisting of NSSED Board members, superintendents, a special education administrator and a business official as presented.  
Ms. Rossman seconded the motion and on a roll call, the vote was:  
AYE: Dr. Crawford, Dr. Fornero, Ms. Rohrman, Dr. Tivador,  
Mr. Koch.  
NAY: None.
13. **APPOINT REPRESENTATIVE TO REVIEW CLOSED SESSION MINUTES** Approved  
Unanimously  
Dr. Crawford moved for the Committee to approve Jim Koch to review closed session minutes. Ms. Rossman seconded the motion and it was approved unanimously.
14. **JCC GYMNASIUM LEASE** Approved  
Unanimously  
Dr. Tivador moved for the Committee to approve the lease agreement as specified and authorize the Director of Business Services and Facilities to execute the agreement with the JCC.  
Ms. Rohrman seconded the motion, and on a roll call, the vote was:  
AYE: Dr. Crawford, Dr. Fornero, Ms. Rohrman, Dr. Tivador,  
Mr. Koch.  
NAY: None.
15. **GREEN BAY PAVILION LEASE** Approved  
Unanimously  
Ms. Rohrman moved for the Committee to approve the Green Bay Pavilion lease as presented and authorize the Executive Committee Chairman and Director of Business Services to execute the document.  
Ms. Rossman seconded the motion, and on a roll call, the vote was:  
AYE: Dr. Crawford, Dr. Fornero, Ms. Rohrman, Dr. Tivador,  
Mr. Koch.  
NAY: None.
16. **ADJOURNMENT** Approved  
Unanimously  
Dr. Fornero moved for the Committee to adjourn at 6:10 p.m. Ms. Rossman seconded the motion, and it was unanimously approved.

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Chairman

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Secretary



APPROVED

Minutes of the Meeting  
**GOVERNING BOARD**  
September 9, 2009

1. President Koch called the meeting to order at 7:30 p.m. The following members were present:

**Governing Board:**

Dr. Jennifer Warner	District 27
Dr. Shaun O'Leary	District 29
Dr. Yasmeen Bilimoria	District 30
Ms. Crowe-Richards	District 31
Ms. Chris Northwick	District 34
Ms. Susan Rohrman	District 38
Ms. Mary Jane Brady	District 65
Ms. Christine Rossman	District 67
Ms. Stephanie Gordon	District 106
Ms. Ellen London	District 109
Mr. Howard Metz	District 112
Ms. Herbstman	District 113
Ms. Marilyn Harlow	District 115
Mr. Steve Hammer	District 225
Mr. James Koch	District 203

**Also Present:**

Tim Thomas	NSSED Superintendent
Carol Steffens	NSSED Executive Assistant
Bill Charis	Director of Personnel and Compliance
Karen Noonan	Director of Programs and Support Services
Alice Koshaba	Director of Business Services and Facilities
Marilee Ciello	Director of Professional Development and District Services
Doug Bolton	Administrator of North Shore Academy
Nancy Kind	Administrator of Early Childhood Program
Jennifer Pearson	Administrator of Educational & Life Skills Program
Eric Martin	Administrator for Technology
Carrie DeLaCruz	District Services Coordinator
Kristin Swanson	District Services Coordinator
Andy Piper	District Services Coordinator
Pam Radford	District Services Coordinator
Maggie Liddell	District Services Coordinator
Lauren Schulman	Program Supervisor
Heather Heavey	Teacher Honoree
Conor Endre	Early Childhood Student Honoree and Family
Bill Bennett	Pepper Construction

2. **RECOGNITION**

The Board recognized Conor Endre for his great progress and smiles brought to friends and teachers in the Early Childhood Program. Heather Heavey, Early Childhood and Extended School Year Teacher was also recognized for her leadership and commitment to the Joint Summer Program. The Superintendent congratulated them and presented each of them with a plaque as a reminder of the occasion.

3. **COMMUNICATIONS**

The Superintendent referred to articles appearing in *Education Week* regarding stimulus funds and mentioned the letter announcing the retirement of the Director of Personnel and Compliance. The Pandemic Communicable Disease Plan for NSSED and Staff Bulletin were also included in the packet. Also announced was the Board Tour which will take place on October 21<sup>st</sup>.

4. **MINUTES OF THE 7/8/09 MEETING AND PUBLIC HEARING**

Ms. Harlow moved to approve the minutes of the July 8, 2009 Governing Board meeting and Public Hearing. Dr. Warner seconded the motion and the minutes were unanimously approved.

Approved  
Unanimously

5. **NSSSED/NSSRA COOPERATIVE PROGRAMMING AND INTERGOVERNMENTAL AGREEMENT**

Bill Charis, Director of Personnel & Compliance, and Karen Noonan, Director of Programs and Support Services, provided background on the 37-year cooperative relationship between NSSSED and NSSRA for the joint summer program. An intergovernmental agreement has been put together based on a review and revision of practices for the Board to review and brought back for a vote in October.

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The Superintendent introduced Ed Tivador, Superintendent of Northbrook District 30, who gave a presentation on the NSSSED strategic planning process to which he has provided consultation and facilitation. A binder with Annual Goals will be brought back to the October meeting.

9. **FINANCE COMMITTEE RESTRUCTURE**

Mr. Hammer moved for the Board to approve the restructured NSSSED Finance Committee consisting of NSSSED Board members, superintendents, a special education administrator and a business official as presented.

Ms. Northwick seconded the motion and on a roll call, the vote was:

AYE: Ms. Gordon, Ms. Rohrman, Dr. O'Leary, Ms. Brady, Mr. Hammer,  
Ms. Crowe-Richards, Mr. Metz, Ms. Herbstman, Dr. Warner, Ms. Harlow,  
Ms. Northwick, Dr. Bilimoria, Ms. London, Ms. Rossman, Mr. Koch

Approved  
Unanimously

10. **APPOINT REPRESENTATIVE TO REVIEW CLOSED SESSION MINUTES**

Ms. Rossman moved for the Board to approve Jim Koch to review closed session minutes. Ms. London seconded the motion and it was approved unanimously.

Approved  
Unanimously

11. **ADJOURNMENT**

At 9:20 p.m., Ms. London moved that the meeting be adjourned.  
Ms. Brady seconded the motion, and it was approved unanimously.

Approved  
Unanimously

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President

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Secretary

Northern Suburban Special Education District