



**North Cook Learning Service Center  
Governing Board Official Minutes  
2340 River Road, Suite 201  
Des Plaines, IL 60018  
Wednesday, January 17, 2018, 7:30 a.m.**

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**I. CALL TO ORDER/ROLL CALL**

The regular meeting of the Governing Board of Learning Service Center #1 was called to order by Chairperson, Cindy Whittaker, at 7:32 a.m. at the Continental Office Plaza, 2340 River Road, Suite 201, Des Plaines, IL.

Members Present: Keith Bellof, Karen Foley, Arlen Gould, Kevin Jauch, Lori Hinton Lopez, Helene Spak, Cindy Whittaker, Eric Witherspoon

Members Absent: Nikolaos Bubaris, Aimée LeBlanc

Recording Secretary: Gina Shalzi, Chief of Staff/Office Manager, NCISC

Others Present: Bruce Brown, Executive Director, NCISC  
Terrie Simmons, Business Manager, NCISC  
Melina Wright, Director of Implementation and Advocacy, NCISC

**II. RECOGNITION OF VISITORS AND COMMENTS FROM THE PUBLIC**

- a. Melina Wright, Director of Implementation and Advocacy – Melina explained how she is assisting all three ISC's and their districts with her knowledge and experience of resources on titles, grants, ESSA, and other services. Melina explained the process of NCISC becoming a 501(c)(3). This is basically a mirror organization of what already exists as a nonprofit organization with the addition of possibly receiving tax-deductible donations and a smoother application process for grants. Three North Cook Governing Board members volunteered to be on this board: Keith Bellof, Karen Foley, and Helene Spak. Paperwork will be filed this week. Also discussed was the ALOP Program. Melina now has a website that is linked on all three ICS websites – melinawright.com.

**III. EXECUTIVE DIRECTOR'S REPORT**

- a. Governing Board News – All the best to Michael Carr as he leaves our NCISC Governing Board and is now the Academic Vice President of National Louis in Chicago. Dr. Carr will be replaced on the NCISC Governing Board by Dr. Ileo Lott from OCC. Dr. Lott will be attending our April board meeting.
- b. Personnel News – With Melina Wright joining us, we are visualizing one of our steps of our strategic plan. Melina is making progress on several fronts for the ISCs.
- c. ISBE Update-ISC Salary Bill – Even though the salary bill has been approved, it is still not totally resolved. Still working out the transition which should be completed soon. Moving forward, there will be a guaranteed salary for both the Executive Director and Assistant Director with full benefits.
- d. New Partnerships – There are two new partnerships being initiated: 1) Beginning in May 2018, we will be partnering with Northeastern IL University by hosting a Principal Preparation cohort program; and 2) An online learning platform with Kane County ROE which they developed. We will be using their online infrastructure to offer local instructional pieces while utilizing our

own consultants and specialists. These offerings will be listed in the near future on our website.

- e. North Cook Website – North Cook will be starting implementation and development of a new website with Blackboard/Schoolwires.
- f. ISBE Compliance Visits/PD Audit – We have begun ISBE Compliance visits and have experimented with adding the PD Audit, as well. It has been successful with two pilot districts and we are now adding PD Audits to Compliance Visits to make our visits a “one stop shop.”
- g. Leasing-Renting Options – In December, we toured a number of sites as possible office relocations in the O’Hare area. We are working with a rental agent, CBRE. They are helping us to evaluate the market and search out our needed resources. We will keep you posted.
- h. Preliminary Staff Plan-NCYAA – While taking a preliminary look at our North Cook Young Adult Academy, there are no recommendations to cut any staff at this time. We will continue to monitor.
- i. Site Visits – Three of our North Cook schools received Blue Ribbon School Awards from the U.S. Department of Education this fall. Those three schools are: Romona School in D39, Olive-Mary Stitt School in D25, and Thomas Dooley School in D54. Congratulations to these schools!
- j. Audit Approval – The FY16 financial audit for North Cook ISC #1 was accepted by the Legislative Audit Commission on October 24, 2017.

#### **IV. CLOSED SESSION**

It was moved by Arlen Gould and seconded by Keith Bellof at 7:57 a.m. that the Governing Board meet in Closed Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of an employee(s).

Roll Call Vote:

*Ayes:* Bellof, Foley, Gould, Jauch, Lopez, Spak, Whittaker, Witherspoon  
*Nays:* None  
*Absent:* Bubaris, LeBlanc

The chairperson declared the motion carried.

It was moved by Kevin Jauch and seconded by Arlen Gould at 8:03 a.m. to adjourn the Closed Session of the Governing Board and reconvene to Open Session.

Roll Call Vote:

*Ayes:* Bellof, Foley, Gould, Jauch, Lopez, Spak, Whittaker, Witherspoon  
*Nays:* None  
*Absent:* Bubaris, LeBlanc

The chairperson declared the motion carried by roll call vote at 8:04 a.m.

## V. CONSENT AGENDA ACTION ITEMS

### Resolution

It was moved by Arlen Gould and seconded by Cindy Whittaker, that on this 17<sup>th</sup> day of January 2018, the North Cook Intermediate Service Center Governing Board place on the consent agenda and approve the action items listed below, as presented or corrected:

- a. Approval of Regular Disbursements for September 8, 2017; October 6, 2017; November 9, 2017; and December 8, 2017  
Resolution: On this 17<sup>th</sup> day of January 2018, the North Cook Intermediate Service Center Governing Board approve the regular disbursements from: September 8, 2017-\$76,842.11; October 6, 2017-\$79,474.35; November 9, 2017-\$87,820.01; and December 8, 2017-\$83,301.00, as presented or corrected.
- b. Approval of Payroll Register through December 22, 2017  
Resolution: On this 17<sup>th</sup> day of January 2018, the North Cook Intermediate Service Center Governing Board approve the payroll register through December 22, 2017, as presented or corrected.

### Roll Call Vote:

*Ayes:* Bellof, Foley, Gould, Jauch, Lopez, Spak, Whittaker, Witherspoon  
*Nays:* None  
*Absent:* Bubaris, LeBlanc

## END OF CONSENT AGENDA

## VI. ACTION ITEMS

- a. Approval of the Regular Session NCISC Governing Board Minutes of September 13, 2017  
Resolution: It was moved by Keith Bellof and seconded by Helene Spak that on this 17<sup>th</sup> day of January 2018, the North Cook Intermediate Service Center Governing Board approve the Regular Session Minutes of September 13, 2017, as presented or corrected.

### Roll Call Vote:

*Ayes:* Bellof, Foley, Lopez, Spak, Whittaker, Witherspoon  
*Nays:* None  
*Abstain:* Gould, Jauch  
*Absent:* Bubaris, LeBlanc

## VII. INFORMATION ITEMS

- a. Staffing Plan – NCYAA
- b. Infinite Visions
- c. North Cook ISC Website

## VIII. COMMUNICATION

- a. Olive-Mary Stitt School – National Blue Ribbon School of Excellence 2017 Recipient
- b. Legislative Audit Commission – approval of NCISC FY16 audit

## IX. BOARD ACKNOWLEDGEMENTS – None

**X. ADJOURNMENT/NEXT MEETING**

Resolution: It was moved by Arlen Gould and seconded by Karen Foley, at 8:10 a.m. that the meeting be adjourned.

Voice Vote: All present voted Aye

The Chairperson declared the meeting adjourned at 8:11 a.m. The next meeting of the North Cook Intermediate Service Center Governing Board will be on Wednesday, April 11, 2018 at 7:30 a.m. at the Continental Office Plaza, 2340 River Road, Suite 201, Des Plaines, IL.

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Cindy Whittaker, Chairperson

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Gina Shalzi, Secretary