MEMORANDUM

TO: Member District Board of Education

FR: Julia Jones, Director of Student Services

DATE: November 17, 2014

RE: NSSED Update

At the November 12, 2014 Executive Committee and Governing Board Meeting the following items were presented:

1. Transportation Update: Heather Miehl provided a brief update on the District's intent to go out to bid for transportation services currently provided by Septran, Inc. Heather is in the process of working with District Special Education Administrators to put together the bidding requirements. She is additionally gathering individual district total payments for fiscal year 2014 to help in determining the scope of the contract.
2. NSSED Board Goal: Human Resources Update (see attached memo)
3. Finance Committee Update – Dr. Thomas provided an update on the Administration's work related to membership and program costs as well as the various meetings with stakeholders seeking feedback on the proposed new billing model.

Proposed Billing Structure:

The proposed billing structure has been vetted in a variety of stakeholder meetings including: monthly special education administrator meetings; regional meetings for superintendents, business officials, board members and special education administrators; individual district meetings; finance committee meetings; and Board discussion.

Based on all of the feedback received the following next steps have been identified by the Board:

1. The proposed billing model will be brought forward for a vote at the December 10th Governing Board meeting.
2. Districts will be voting to approve the following elements related to the billing model:
    a. Membership Fees will be utilized to pay for the NSSED Superintendent and all costs associated with supporting this position (e.g., office support to the superintendent, District Services Center operational cost)
    b. IDEA Allocation – NSSED will retain different percentages of member district IDEA dollars based on enrollment size: NSSED will retain 25% of IDEA dollars for districts with fewer than 1500 general education enrollment & NSSED will retain 15% of IDEA dollars for districts with 1500 or greater general education enrollment.

   c. Usage of IDEA dollars retained – NSSED will utilize IDEA dollars mostly for professional development and district services support and will clearly delineate the budget items supported by these retained dollars.
   d. Certain administrative and support overhead will be allocated to programs and clearly delineated in budget detail (current proposed model includes 4.5% increase to tuitions based on this allocation – please note that this amount may change based on FY16 budget approval)
3. If approved these proposed billing elements would become budget parameters for the FY16 Budget.

Northern Suburban
Special Education District

TO: NSSED Executive Committee
NSSED Governing Board

FROM: Andy Piper

DATE: November 12, 2014

RE: Board Goal – Objective Human Resources

As noted at the May 2014 Governing Board meeting we have identified the following as our primary goal for the 2014-2015 school year: maximize student outcomes through the development and support of the professional practices of our educators in partnership with families and members of our community.

For the November meeting we have decided to highlight the objective related to Human Resources which is to support staff in the understanding and application of the NSSED Core Competencies. Over the course of the last four years the NSSED administration and staff have collaborated on the development of the following Core Competencies:

- Communication
- Collaborative Problem-Solving
- Continuous Professional Improvement
- Job Function

It is our shared belief that outstanding staff members, regardless of position, best support student outcomes by refining their practice in relation to these four core areas. These Core Competencies appear on our job descriptions, are a part of our interview process and are becoming a part of our vernacular. This year we altered our Professional Educator Licensed Staff Evaluation Plan to put the Core Competencies central to the evaluation process.

In order to support our staff we are engaging in professional development in a variety of ways to not only increase staff awareness regarding these competencies, but to identify ways in which we can develop and enhance staff skill in these areas. The following is a brief list of activities to date that have helped us in addressing this objective:

- Programmatic presentations regarding the Core Competencies and the new evaluation plan
- Staff evaluation committee meets regularly to discuss evaluation process and assist in identifying additional needs related to professional development
- Administration engaged in professional development related to development of standards based on these Core Competencies
- Numerous professional development activities related to improving communication skill and application

I look forward to highlighting a few of these areas during our next meeting.

Northern Suburban Special Education District
760 Red Oak Lane • Highland Park, IL 60035 • 847.831.5100 • Fax: 847.831.5108 • www.nssed.org