North Cook Intermediate Service Center
Governing Board Official Minutes
1001 E. Touhy Avenue, Suite 350
Des Plaines, IL 60018
Wednesday, April 9, 2025 at 7:30 a.m.

I. **CALL NORTH COOK REGULAR MEETING TO ORDER**
The regular meeting of the Governing Board of North Cook Intermediate Service Center was called to order by Executive Director, Dr. April D. Jordan, at 7:35 a.m.

Members Present: Don Angelaccio, Keith Bellof, Marcus Campbell, Karen Foley (left at 9:02 a.m.), Arlen Gould, Lisa Lau, Ileo Lott, Sheila Yousuf-Abramson

Members Absent: Michelle Adams, Anny Lee

Recording Secretary: Gina Shalzi, Office Manager, NCISC

Others Present: April D. Jordan, Executive Director, NCISC
Allison Slade, Assistant Executive Director, NCISC
Terrie Simmons, Business Manager, NCISC
Alina Morelli Baima, Director of Education & PL, NCISC
Cheryl Moore, Director of Human Resources, NCISC
Cathy Kedjidjian, Director of Communications, NCISC

a. Dr. Jordan told the Governing Board that as of 03/31/25, Dr. Zipporah Hightower retired her position as Superintendent from District 73.5. April asked the Board for some time to consider NCISC's new Governing Board Member, that will need to be a North Cook school district Superintendent.

II. **RECOGNITION OF VISITORS AND COMMENTS FROM THE PUBLIC** – None

III. **DISCUSSION ITEMS**
a. Executive Director's Report – Dr. April Jordan gave the board a brief description of current happenings at NCISC:
- Facilities Planning updates: Terrie Simmons and April are doing a lot of work looking into different options
- Strategic Plan: Showing the cool "road map"
- Governing Board Meeting dates: Dates to be considered for FY26 meeting dates, approval at the June 4th Governing Board meeting
- Communications Report: Professional Learning (PL) team has been helping with events and Cathy has been an instrumental part, NCISC just hosted the first job fair in North Cook with D214
- Prof. Learning: Amazing happenings with new folks on the team, more to come from Alina Morelli Baima
- Student Services: Allison Slade and the ALOP program, continues to excel with numbers exceeding our expectations
- Finances: Still on target and a successful audit
- Human Resources: NCISC is thankful for our Director of HR as she continues to develop the department; working with Cheryl and Terrie on payroll to

honor everyone's work; proposed salary increases to be approved at the June meeting
- Closed Session: To discuss performance of a specific employee

i. Facility Planning Update – Dr. Jordan and Terrie Simmons have been partnering with CBRE to look at different options for a new building. The list of available properties was narrowed down to two that seem viable – one in Mt. Prospect and the other in Glenview. Both are rentals but need extensive renovation. We are working with Arcon to figure out the reality of what we really need, 40-45,000 square feet. We are getting numbers and discussing the options to lease/renovate or can we purchase land to build? We are continuing our discussions with Arcon to see what is possible.

ii. Strategic Plan Update, Quarter 3 – Dr. Jordan shared a chart with the Board which represented the five areas of work and each area's main goals; desired outcomes; how we will get there; when we will start; when we will get there; evidence support; driver & co-pilots; and who is supporting that group. Each area has different communications of who needs to know what; costs; are we there yet; and when have we reached the destination. Darker colors on the chart indicate where we have accomplished the goal. April then asked the Leadership Team what they are most proud of in their areas:

• Alina Morelli Baima/PL: Still ongoing and the continuation of programs, new consultants, and creating a new session that consultants can participate in to become a consultant, connecting consultants with a district to do the work really well.

• Cathy Kedjidjian/Communications: A lot of foundational work, setting the stage for the "team," a developed newsletter framework, and a system for the PL team to continue to work on – it will naturally grow. Branding has been a huge move forward!

• Cheryl Moore/HR: Setting foundations to continue to grow.

• Terrie Simmons/Finance: Finance is constantly growing and is ongoing with long-term planning. We believe we are on-target for having the funds towards a new building and we continue to research. Training individuals to use our tools to help them stay on budget.

• Allison Slade/Attendance Team: The Attendance Team of three have been managing challenging scenarios with some kids that never go to school. They are in constant communication with the students. The team has added a "Train the Trainer" model and they have been leading sessions with 100+ participants. They are teaching educators how to use the tools to customize the needs for their own districts. In February, NCISC hosted a session and had close to 50 in attendance, which included groups from the same districts. The Attendance Team was also contacted by some districts to do a "Fee for Service" session, working with their teams to actually build a system and put it in place.

iii. Governing Board Meeting Dates for FY26 – Four dates have been recommended for the 2025-26 meeting dates. The dates are: September 17, 2025; January 21, 2026; April 8, 2026; and June 3, 2026 with the same starting time of 7:30 a.m. April asked the Board to let her know if they have any thoughts about these dates. This will be an action item to be voted on at the June 4th meeting.

b. Communications Report – Cathy Kedjidjian, Director of Communications, reported to the board that our first Job Fair, hosted with District 214 was all the "buzz" and was an amazing success. We met all the goals that we set for ourselves - 284 registered attendees. The districts that attended talked to so many eager candidates. One stat – most districts talked to more than 30 candidates! The space was great and 27 NCISC districts participated and it's probable that all of our districts will participate next year.

c. Education & Professional Learning Report – Alina Morelli Baima, Director of Education & PL, stated that she is so proud of the work the PL team is doing. The team is doing outreach to districts to see how they can possibly provide education to them on their TI Days. Currently, the team is working with 22 districts. Admin Academies (AA's) are going great and there are already 37 AA's scheduled for the next year. To be responsive to districts' needs, many of our AA's will be hybrid. There are many Professional Learning opportunities which include "selfcare for teachers" and these sessions are FREE.

   Alina also continues to work on Compliance visits and they are going well and she appreciates that our districts are so organized for her visits. Alina is currently living in two calendars as she works on current events/schedules and continues building out for 2026.

d. Student Services Report – Allison Slade, Assistant Executive Director, reported to the Board that she just finished the enrollment verification process in the ALOP program: 1st year we had 260 students, last year 788, and this year 1,407! This year we had almost a 50% increase in students. Allison has been tweaking systems within the ALOP program: one Advocate shared between two districts; one Advocate per school and helping to create a community for them; and placing Advocates in elementary schools that are K-5, but currently we can only serve 4-5 graders. There is a lot of interest in expanding this model. Because of the expansion, K-8, and high school, the group is getting so large for one person to coordinate and manage. Therefore, next year the program will be restructured. There will be four feeder patterns: elementary schools with their high school districts – 10 schools with 20 Advocates. Allison stated that we will be hiring new managers and we will begin the hiring process internally.

   Allison told the Board that there is an Action Item on today's agenda to hire a Director of Student Services ALOP. This person is David Lewis who started this year as an Advocate in D214. David is a licensed Principal and Superintendent and has great experience and references. David will be starting in this role on June 1, 2025.

Also reported to the Board is that the increase of hiring Student Advocates will be slowing down this year. The plan is to hire 12-14 new positions. Currently we have 54 Advocates so our total will be about 70 with Advocates and Leadership. We are also looking into LMS software to house the SSPs. Right now everything is calculated manually.

Attendance of students seems to be the most challenging. Our Attendance Team continues to run tier 1,2, and 3 workshops with districts that are interested in building their own program.

The RSSP and high needs ALOP program currently has 42 students enrolled and 7 referrals on the waiting list. Allison stated that they are trying to develop systems to support districts – virtually, etc., as we have many ideas but no room in the school. Close to 40% of our students are EL, as English is not their first language. We are looking to add an EL Teacher next year so we can better serve the needs of our students.

e. Finance Report – Terrie Simmons, Business Manager, stated that besides what she had shared earlier with the Board, cash flow shortages are not a problem right now and we see the same pattern at this time of the year as every year. NCISC's audit becomes public today and the Board is welcome to review or she is happy to provide a copy. Terrie also mentioned that Cook County is working on their process to make payments that are due to us from grants, but it will be a slow process. Terrie told the Board to contact her anytime with questions.

f. Human Resources Report –
   i. Personnel Report, New Hires & Resignation – Cheryl Moore, Director of HR, shared with the Board that hiring and onboarding is still ongoing. She stated that NCISC is looking for direction from the Board for staffing and salaries.

      Cheryl continues to do the non-public school compliance visits and it has been interesting to see how other things happen in a non-public school setting.

      A compensation structure has been created. We are developing a structure that could work for all of us. Also, as Student Advocates get promoted, we will keep the compensation in line to be fair.

      Cheryl also told the Board that David Lewis' hiring is an Action item on today's Board meeting agenda for approval.

   ii. FY26 Staffing Plan & Salary Projections – The staffing plan and salary recommendation has been projected based on the FY25 FTE and the requested recommendations for FY26. NCYAA will be adding an EL Teacher and NCISC will be adding a receptionist position so that the current Admin. Assistant can be dedicated to the PL Department as it continues to grow.

      Today, we will be recommending two options for salary increases in our budget. 1) As last year, we would like to increase all Student Advocates by 6% to help retain their employment and to attract qualified individuals. Remainder

of staff to receive a 2.9% increase; or 2) To increase all Student Advocates by 6%, remainder of staff to receive a 4% increase to remain competitive in the labor market and to retain and attract high-quality talent. Our recommendation is Option 2. The Board was in agreement with Option #2 and directed HR to prepare this option for the June Board meeting. The staffing plan and salary compensation will be an Action Item on the June 4th's Board Meeting Agenda for approval.

g. Policy Updates –

i. Policy Manual Updates, 1st Reading: 600.10, 600.20, 700s – The entire Leadership Team continue their comprehensive review of the Policy Manual.

These 1st reading policies will be back on the June 4th Board meeting agenda as 2nd readings for approval, but in the meantime, we will operate as if they are in policy. These updates are in alignment with our legislative responsibilities and/or PRESS.

ii. Policy Manual Updates, 2nd Reading (various, see log in Policy Updates) – These policies are an action item on today's agenda for Governing Board Approval.

IV. **CLOSED SESSION**

It was moved by Arlen Gould and seconded by Sheila Yousuf-Abramson at 8:43 a.m. that the Governing Board meet in Closed Session to discuss:

a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).

Roll Call Vote:
Ayes: Angelaccio, Bellof, Campbell, Foley, Gould, Lau, Lott, Yousuf-Abramson
Nays: None
Absent: Adams, Lee

The chairperson declared the motion carried.

Karen Foley left the meeting at 9:02 a.m.

It was moved by Arlen Gould and seconded by Sheila Yousuf-Abramson at 9:05 a.m. to adjourn the Closed Session of the Governing Board and reconvene to Open Session.

Voice Vote: all present voted Aye

The chairperson declared the motion carried by voice vote at 9:05 a.m.

The Board reconvened in Open Session at 9:12 a.m.

V. **CONSENT AGENDA ACTION ITEMS**

Resolution

It was moved by Keith Bellof and seconded by Arlen Gould that on this 9th day of April 2025, the North Cook Intermediate Service Center Governing Board place on the consent agenda and approve the action items listed below, as presented or corrected:

- Approval of Personnel, New Hires & Resignations
- Approval of Regular Governing Board Meeting Minutes of January 22, 2025
- Approval of Regular Disbursements for:
    - January 14, 2025: $214,697.68
    - January 30, 2025: $1,900.85
    - February 11, 2025: $194,378.39
    - February 21, 2025: $71,059.62
    - February 27, 2025: $300.00
    - March 11, 2025: $171,240.78
- Approval of Payroll Register from January 15, 2025 through March 15, 2025

Roll Call Vote:
Ayes: Angelaccio, Bellof, Campbell, Gould, Lau, Lott, Yousuf-Abramson
Nays: None
Absent: Adams, Foley, Lee

The chairperson declared the motion carried.

VI. **ACTION ITEMS**

a. Approval of NCISC Policy Manual Updates and New Policies, 2nd Reading

Resolution

It was moved by Sheila Yousuf-Abramson and seconded by Lisa Lau that on this 9th day of April 2025, the North Cook Intermediate Service Center Governing Board approve the NCISC Policy Manual Updates and New Policies, as presented or corrected:

- Updated Policies: 100.10; 200.10; 200.20; 200.40; 200.60; 200.80; 200.110; 200.150; 200.160; 300.10; 300.20; 300.30 (remove policy); 410.10; 420.10; 420.50; 420.60
- New Policy: 100.20 – Purpose of the Intermediate Service Center
- New Policy: 200.180 – Public Participation at School Board Meetings and Petitions to the Board
- New Policy: 300.05 – Executive Director/Chief Administrative Officer Responsibilities

Roll Call Vote:
Ayes: Angelaccio, Bellof, Campbell, Gould, Lau, Lott, Yousuf-Abramson
Nays: None
Absent: Adams, Foley, Lee

The chairperson declared the motion carried.

b. Approval of the new NCISC Director of Student Advocacy ALOP

Resolution
It was moved by Arlen Gould and seconded by Keith Bellof that on this 9th day of April 2025, the North Cook Intermediate Service Center Governing Board approve David Lewis as the new NCISC Director of Student Advocacy ALOP effective 06/01/2025, as presented or corrected:

Roll Call Vote:
Ayes: Angelaccio, Bellof, Campbell, Gould, Lau, Lott, Yousuf-Abramson
Nays: None
Absent: Adams, Foley, Lee

The chairperson declared the motion carried.

VII. **COMMUNICATIONS** – None

VIII. **BOARD ACKNOWLEDGEMENTS** – The Board acknowledged and again thanked Cathy Kedjidian for her work and wished her all the best.

IX. **ADJOURNMENT/NEXT MEETING**
Resolution: It was moved by Arlen Gould and seconded by Sheila Yousuf-Abramson at 9:15 a.m. that the meeting be adjourned.

Voice Vote: All present voted Aye

The meeting adjourned at 9:15 a.m.

The next meeting of the North Cook Intermediate Service Center Governing Board will be held on Wednesday, June 4, 2025, beginning at 7:30 a.m. at the North Cook ISC offices located at 1001 E. Touhy Ave., Suite 200 in Des Plaines.

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Don Angelaccio, Chairperson

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Gina Shalzi, Secretary