



FINANCE COMMITTEE MEETING MINUTES

January 16, 2020

SASED Administrative Center

2900 Ogden Avenue

Lisle, Illinois

1. The meeting was convened at 5:34 p.m. with the following in attendance:
 - Jack Buscemi, Benjamin School District #25
 - Dr. Matt Rich, Winfield School District #34
 - Dr. Kerry Foderaro, Cass School #63
 - Tom Ruggio, Woodridge District #68
 - Dr. Melinda McGuffin, SASED
 - Teresa Bishop, SASED
 - Anita Howard, SASED
2. Update – Ms. Bishop reported the Transition kitchen now up to date and in compliance adding that Michael Plass did a great job coordinating the contractors and their work.
3. Update – Board policy regarding fund balance—agreement among committee members was that it may not be prudent to advance a draft of this policy due to ongoing legislative discussions. Ms. Bishop reviewed what other cooperatives have in place and they have different needs regarding fund balance. A major consideration is to look philosophically at the need for a fund balance. Discussion included that billing is connected to the fund balance, especially when the state doesn't distribute allocated funds. Consensus was it is best is to wait until the state directs this. Administration will hold off on development of a policy and will have approximately 2.5 months' current balance.
4. Public Hearing – fund balance transfer – Ms. Bishop shared that this was previously approved by the Board for \$650,000 Southeast School construction projects but the transfer didn't occur. One was done for the previous year. It will be published and acted on at the February meeting.
5. ISBE School maintenance grant—The process through ISBE has been reopened although now it is more complicated. An entity applies through IWAS and has to have prior board approval. SASED will apply to have Southeast School Priority A items funded and is hoping to complete some of the work this summer.
6. Liability Insurance Renewal Update (ISIC)—This is SASED's property casualty insurance (pool) which presented a 180% premium increase. The group decided to use \$750,000 of reserve to offset some of the increase which became a 14.5% increase. Ms. Bishop explained the greatest challenge is the pool is too small. She added that she will research other options but needs legal input for appropriate guidance to leave. Based on the calendar year; 120-day notice is required although the required number of pool participants has fallen below the number required per the bylaws.
7. Recap of member district CSBO meeting – December 9, 2019—Ms. Bishop shared administration had a meeting with member districts' chief school business officials. The dialogue was productive and led to a discussion of having a CSBO representative on the Finance Committee. The committee agreed this was a good idea to take to the full Board. Ms. Bishop will follow up. The group also discussed that May 22nd is the last day to make changes to ESY enrollment. Other topics discussed included IDEA grant guidelines, IDEA grant service fee (business managers were concerned there were changes but no reduction in fee) and the student assessment for Southeast. March 13 will be a joint meeting between the districts' business officials and special education district administrators.

8. Budget Process & Assumptions (2020/2021)—Ms. Bishop shared there are no major changes in the process or data. Highlights included CPI is 1.9% which is the basis for increases outside of CBAs. Tuition rates will be budgeted with a 2.5% increase which is predominately salary increases.

- a. Process & Assumptions—Administration is reviewing staffing and insuring appropriate levels and is closely looking at a Directions classroom due to enrollment. Overall enrollments are stable compared to last year but administration is working hard to cluster classrooms at one site to share resources. We are continually assessing district needs for programming. A technology audit RFP and any identified needs will possibly need to be built into the budget.

Discussion included charge for out of district fees and if they are adequate. Ms. Bishop said she would do a comparison with other cooperatives and provided services. New IGAs will be completed starting in the fall. Non-member district students who attend SASED programs are in few enough number that they are not preventing member districts from attending out SASED programs. Medical insurance only increased .72% this year. There will be administrative salary adjustments given retirements and hires. Additionally, the assessment for Southeast Alternative School will be continued because of identified life-safety work.

- b. Update regarding Board-paid TRS for Program Service Administrators—Ms. Bishop reminded the committee of the process as was agreed to and is built into the budget assumptions.
- c. Tuition & Service Fee rate analysis (previous discussion)
- d. Budget calendar—this follows the timeline of previous years for adoption
- e. Administrator Contracts--Dr. McGuffin discussed the need for a framework for determination of administrative compensation. Her plan is to compare to member districts and other cooperatives and then to make recommendations accordingly. It is also desired to bring cabinet level administrators to multi-year contracts with an established base then jumps for administrative experience and a cap to make sure salary doesn't increase beyond scope of job. Program administrators currently have one-year contracts. There was discussion as to the idea of moving program administrators to multi-year contracts as well as to address salary discrepancies and contract terms. Additional changes being considered are to change an additional administrative position to a 12-month position with additional duties. An updated organizational chart and job descriptions will be provided. Administration will be focused on researching comparables where possible and develop a structure for salaries. Any changes would be phased in. Multi-year contracts would be proposed for new cabinet members. There was discussion about the tenure implications of moving to multi-year contracts.

9. Agenda Item requests for next Finance Committee meeting—If there are any additional items, please email Teresa with them. ESY staffing will be closely monitored.

10. The committee meeting adjourned at 7:21 p.m.



Chairperson



Secretary