



## BOARD BRIEFS

February 24, 2010, Meeting

### Action Items:

Board accepted/approved:

**The Minutes:**

- γ *Minutes of:*
  - January 27, 2010, Meeting
  - January 27, 2010, Closed Session

**The Consent Agenda:**

- γ *Personnel Recommendations:*
  - a) *Resignations - 1 certified (end of this school term) & 2 educational support personnel*
  - b) *Appointments - 3 educational support personnel*
  - c) *Approved Change in Employment Status - from Administrative Assistant to Project Assistant for Parent & Educator Partnership Grant employee*
  - d) *Accepted the resignation of Larry Solomon, Program Administrator for the Southeast Alternative School, effective the end of the current school term.*

Mr. Solomon has been a SASED employee since 1982 and served in various positions prior to becoming the Program Administrator in 2000.

- γ *Fiscal: January, 2010- Revenue/Expenditure Reports*
  - January, 2010 - Treasurer's Report*
  - January, 2010 - Gross Payroll & Interim Checks*
  - Approved the Bills Payable - February 24, 2010*

- γ *Approved destroying the tape recordings of the July 23, 2008, and August 20, 2008, closed session minutes.*

- γ *Approved the FY 11 IDEA Service Rates*

At this time allocation of funds for FY 11 remains consistent with the current year. Of the allocations, 5% will be for administrative services and 2.5% for staff development.

γ *Approved the FY 11 Classroom Lease Agreement rate increase of 2%*

γ *Approved the FY 11 Tuition and Fee Rates*

There is a projected 0.5% increase for the Multi-Needs, Visually Impaired, and Transition tuitions, a projected 5.5% increase for the Physically Handicapped Tuition, and a 3.5% and a 8.3% decrease in the Hearing Impaired and Autism tuitions respectively. Service rate increases are projected from a range of 3.5% to 5.0%.

Based on the approval of the above rates, the Menu of Services will be forwarded to SASSED member districts' special education administrators for their decision of services they wish to purchase for FY 11.

## □ **Discussion Without Action**

### γ **Presentation**

Christine DiRienzo (Program Administrator of the Vocational Training Program, Physically Impaired Program and the Transition Program) gave an informative presentation on the Vocational Training and Physically Impaired Programs. She reviewed the following goals of the Vocational Training Program of providing: basic employment skills, school vocational training experiences, community vocational training, support to those students who are competitively employed and complete vocational assessments to assist in transition planning.

Among the topics covered by Mrs. DiRienzo's in her presentation of the Physically Handicapped Program were daily living skills, counseling services curriculum modification, assistive technology training and community and vocational training.

On behalf of the Board, the Chairperson thanked Mrs. DiRienzo for her informative presentation.

### γ **Communications**

- Sraga Hauser, LLC's Priority Briefing informing clients of no fee increases through the FY 2011 year.
- Letter from Gail D. Fahey, ROE Director of Leadership Development thanking Ms. Jean Barbanente, Director of Learning Service for DuPage High School District 88, for agreeing to present at the all county DuPage ROE, Co-Op/Independent/RtI Showcase conference on April 13, 2010, at NIU Naperville. Dr. Volpe stated that staff from West Chicago Elementary School District 33, Winfield School District 34, Woodridge School District 68, and Elmhurst Community Unit School District 205 are also taking part in the RtI Showcase conference.
- Memo from Dr. Volpe sent to certified and licensed staff regarding sharing information and IEP documents.

### γ **Executive Director's & Assistant Directors' Goals Up Dates**

The status of the action plans as they relate to the goals of the Strategic Planning for the Executive Director and Assistant Directors was presented for Board review, showing the majority of the action and activities are on target.

### γ **Proration of State Categorical Reimbursement**

With the present financial status of the State, at the last meeting the Board asked Sam.Cannata, Assistant Director for Business, to present the impact of State's categorical funding at lower prorations (Original prorations were projected at 95% for the development of the FY 11 Budget). The information presented

estimates that if the State prorates funding to 50% it will cause SASSED's tuition and fee rates to increase by approximately 5% and a 75% proration will increase rates by approximately 2.5%. Mr. Cannata also presented information on how the Administration might address any reduction in categorical funding.

## γ Administrative Updates

**Business Office:** Sam Cannata stated that this is the first month for recording activity in the new Skyward administrative software reflecting minor changes in the format. The Administration is still in the process of converting some of the fiscal year data from SDS to Skyward. Once the conversion is completed the fiscal year to date balance will have activity from July 1, 2009, through December 31, 2009, included in the total. After the transfer has been completed, Mr. Cannata stated he will begin to provide more summarized financial reporting.

**Human Resources Department:** Lynn Schroeder, Assistant Director for the Human Resources Department, reported that the first payroll in Skyward was completed for both January's payrolls. The framework for the Employee Management portion of the software is in process and is expected to be completed by the end of this fiscal year.

## γ Executive Director's Report

**Administrative Procedures:** The Administration and Program Administrators are completing the development of procedures to implement Section 105 ILCS 5/14-8.02 (g-5), amended by P.A. 96-657, regarding access to classrooms and personnel by parents and their evaluators/experts. The goal is to make the procedures available for review by the District Administrators at their March meeting.

**SASED Teacher Core Competencies:** The Administration is currently identifying a list of core competencies that will drive professional development activities and the potential hiring criteria for SASED classroom teachers.

If teachers are able to identify the core competencies, this would reduce costs to programs by not requiring the services of Assistive Technology, OT/PT and the Instructional Support Team and freeing up the related service staff for other student needs.

**Ratification of the Amendments to the Joint Agreement By Laws:** At the January meeting the Board took action to amend the Joint Agreement By Laws following guidelines from the State to include specific language for the withdrawal procedures of a member district, the disposal of property upon the withdrawal of a member district, the dissolution of the Joint Agreement and the work calendars for cooperative employees assigned to member districts. The request for ratification by member districts was forwarded on January 29, 2010.

Unfortunately, during this period, the State notified districts of guidelines they will be receiving and which finally arrived February 19th. Basically, the recommended amendments to the SASED Joint Agreement By Laws covered the necessary guidelines from ISBE. This information from the State delayed some local boards of education taking action, although, Dr. Volpe did state the Administration has received verbal ratification of the required two-thirds of SASED's membership. The Administration will forward this information to ISBE when it receives the official resolutions of ratification.

**Leadership Team Evaluations:** Dr. Volpe proposed that the summative evaluation process for the assistant directors and himself begin formally in March. He mentioned that he will be prepared to present the completed evaluations of the assistants and have documents ready for the Board to begin their evaluation of the Executive Director at the April meeting.

**February 26<sup>th</sup> SASED's Spring Institute:** Board members were invited to attend any of the workshops and

should contact Lynne Mennel ([lmennel@sased.org](mailto:lmennel@sased.org) or 630-548-7118) if they plan to attend. Board members can go to SASED's website ([www.sased.org](http://www.sased.org)) and click the "Spring Institute" for further information regarding the sessions and their locations.

**Spring Break Begins on Monday March 29<sup>th</sup> and ends Friday April 2<sup>nd</sup>:** Dr. Volpe reported that the Central Office will be opened during the break. With the exception of the Southeast Alternative School and the Transition Program, all students and instructional staff follow the break/vacation schedules of their program's host district.

**Next Governance Meeting:** The next Governance Committee (policy) meeting will be held prior to the March 24<sup>th</sup> Board of Control meeting at 6:00 p.m. Materials/policies to be reviewed will be emailed earlier in March.

**Next Meeting - March 24, 2010.**

If you have any questions, please do not hesitate to contact Dr. Michael Volpe at 630/778-4500.