

**School Association for Special
Education In DuPage
(SASED)
Board of Control Meeting #138
February 24, 2010
7:00 p.m.
Century Hill Education Center
6S331 Cornwall Road
Naperville, IL 60540**

Dr. Jay Tiede, Chairperson, called the meeting to order at 7:02 p.m. Roll call was taken with the following responding:

1. ROLL CALL, DETERMINATION OF QUORUM

Present: <u>District</u>	<u>Representative</u>
West Chicago Elementary School District #33	Dr. Ed Leman
Winfield School District #34	Dr. Gwynne Kell
School District #45, DuPage County	Dr. Janice Rosales
Salt Creek School District #48	Dr. John Correll
Downers Grove Grade School District #58	Stephen Funk
Maercker District #60	Dr. Catherine Berning (Arrived @ 7:04 p.m.)
Cass School District #63	Dr. Kerry Foderaro
Center Cass School District #66	Dr. Jay Tiede
Woodridge School District #68	Tom Ruggio
Community High School District #94	Katherine Doremus
Community High School District #99	Julia Beckman
Westmont Community Unit School District #201	Joel Price
Lisle Community Unit School District #202	Pam Ahlmann (Alternate Representative)
Absent: Keeneyville School District #20	Dr. Carol Auer
Benjamin School District #25	Jack Buscemi
DuPage High School District #88	Dr. Steven Humphrey
Community Consolidated School District #180	Dr. Thomas Schneider
Elmhurst Community Unit School District #205	Deborah O'Keefe Conroy

Present: Thirteen Districts

Absent: Five District

Also in attendance:

Catherine DiRienzo, Program Administrator for the Transition, Physically Handicapped and the Vocational Programs
 Larry Solomon, Program Administrator, Southeast Alternative School
 Mary Pat Mckie, Teacher, Southeast Alternative School
 Paul Edwards, Teacher Assistant, Southeast Alternative School & President of the IEA Support Staff Association
 Patricia Sigcho, Alternate Board Representative from Maercker District 60

Dr. Michael Volpe, Executive Director, SASSED
Sam Cannata, Treasurer and Assistant Director for Business, SASSED
Nan Diamond, Assistant Director for Programs & Services, SASSED
Lynn Schroeder, Assistant Director of Human Resources, SASSED
Nancy Sallmann, Recording Secretary, SASSED

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

3. PUBLIC COMMENT

Larry Solomon welcomed the Board.

4. APPROVAL OF MINUTES

January 27, 2010, Meeting & Closed Session Minutes:

Julia Beckman moved and her motion was seconded by Dr. John Correll to approve the regular meeting minutes and the closed session minutes of January 27, 2010.

VOICE VOTE

MOTION CARRIED

5. CONSENT AGENDA

Joel Price moved and his motion was seconded by Dr. Catherine Berning to approve the following consent agenda:

a. The Personnel Recommendations (Exhibit 1)

- Resignations: 1 certified (end of this school term) and 2 educational support personnel

- Appointments: 3 educational support personnel

- Change in Employment Status: 1 educational support person

- Resignation of Larry Solomon, Program Administrator for the Southeast Alternative School, effective the end of the current school term. (See Exhibit 2)

b. The Revenue/Expenditure Reports: January, 2010

c. The Treasurer's Report: January, 2010

d. The Gross Payroll: January, 2010 - \$1,964,191.15

e. The Interim Checks: January, 2010 - \$697,435.80 & February, 2010 - \$291,788.62

f. Voided Checks: January, 2010 (\$100.00)

g. The Bills Payable: February 24, 2010 - \$2,634,326.29

h. Destroying Tape Recordings of Closed Sessions of July 23, 2008, & August 20, 2008

i. FY 11 IDEA Service Rates (See Exhibit 3)

j. FY 11 Classroom Lease Agreements (See Exhibit 4)

k. FY 11 Tuition and Fee Rates (See Exhibit 5)

Roll Call Vote:

Aye:

Westmont Community Unit School District #201

Maercker District #60

West Chicago Elementary School District #33

Winfield School District #34

School District #45, DuPage County

Salt Creek School District #48

Downers Grove Grade School District #58

Cass School District #63

Center Cass School District #66

*Woodridge School District #68
Community High School District #94
Community High School District #99
Lisle Community Unit School District #202*

Nay:
None

Absent:
*Keeneyville School District #20
Benjamin School District #25
DuPage High School District #88
Community Consolidated School District #180
Elmhurst Community Unit School District #205*

VOTE: Aye: 13 Nay: 0 Absent: 5 MOTION CARRIED

6. DISCUSSION WITHOUT ACTION

A. 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 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.

B. 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/Rtl 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 Rtl Showcase conference.
- Memo from Dr. Volpe sent to certified and licensed staff regarding sharing information and IEP documents.

C. 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.

D. Proration of State Categorical Reimbursement

Being aware of the present financial status of the State, at the last meeting the Board asked Sam Cannata to present the impact if the State's categorical funding is at a lower proration than what he was going to use in developing the FY 11 budget. (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.

E. 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. At the request of the Chairperson, he will also work on a more detailed description of categories listed in bills payable.

Human Resources Department: Lynn Schroeder 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.

F. 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.

SASSED 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 SASSED classroom teachers. Training in the core competencies would assist in program cost reductions in the areas of Assistive Technology and IST referrals and other related services consultations.

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 26th SASED's Spring Institute: Board members were invited to attend any of the workshops and should contact Lynne Mennel (lmennel@sased.org or 630-548-7118) if they plan to attend. Board members can go to SASED's website (www.sased.org) and click the "Spring Institute" for further information regarding the sessions and their locations.

Spring Break Begins on Monday March 29th and ends Friday April 2nd: 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 24th Board of Control meeting at 6:00 p.m. Materials/policies to be reviewed will be emailed earlier in March.

7. ACTIVITIES PRIOR TO THE March 24, 2010, BOARD MEETING

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| ● February 26 | SASED Spring Institute Day |
| ● March 1 | SASED Offices Closed – Pulaski Day |
| ● March 4 | IAASE Board Meeting - Ottawa |
| ● March 18 | DuPage/West Cook Board Meeting |
| ● March 19 | SASED District Administrators' Meeting |
| ● March 22 | SASED Administrators @ ASPIRE Rtl Workshop |
| ● March 23 | Support Staff IEA/Administration Meeting |

8. OTHER

Dr. Leman stated that it was with bitter-sweet feelings to receive the resignation letter from Larry Solomon and commented it was one of the best resignation letters he has seen. He stated how much Mr. Solomon will be missed but wished him well as he begins his retirement at the conclusion of this school term.

9. ADJOURNMENT

Julia Beckman moved and her motion was seconded by Stephen Funk to adjourn this meeting at 7:35 p.m.

Voice Vote

Motion Carried

Dr. Jay Tiede, Chairperson

Dr. Ed Leman, Secretary