



BOARD BRIEFS

May 26, 2010, Meeting

Action Items:

- **The Minutes:**

P Minutes of:

- April 28, 2010

- **The Annual Organization:**

The following were elected/appointed for the 2010-2011 term:

- Dr. Jay Tiede, Chairperson, to his second term
- Thomas Ruggio, Vice Chairperson, to his second term
- Dr. Ed Leman, Secretary, to his second term
- Sam Cannata, Treasurer, continuing since 1997
- Nancy Sallmann, Recording Secretary, continuing for this Board since 1997

Finance Committee (The FY 10 members agreed to continue serving on the Committee.):

- | | |
|-----------------------|----------------------|
| - Dr. Carol Auer | - Dr. Kerry Foderaro |
| - Dr. Jay Tiede | - Tom Ruggio |
| - Dr. Steven Humphrey | - Julia Beckman |
| - Patrick Sarb | |

Governance Committee (The FY 10 members agreed to continue serving on the Committee.):

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|-----------------|-------------------------|
| - Dr. Ed Leman | - Dr. John Correll |
| - Stephen Funk | - Dr. Catherine Berning |
| - Dr. Jay Tiede | - Julia Beckman |

Other organizational issues:

A) Designate Depositories:

- Harris Bank - Naperville, Chicago, Roselle Branches
- Illinois School District Liquid Asset Fund
- BBT Bank - Self funded dental plan
- MB Financial Bank

B) Investment Agents:

- Harris Bank Naperville
- PMA Financial Services (Illinois School District Asset Fund)
- Matrix Capital Bank - 403(b) Plan
- MB Financial Bank

C) Designate Newspapers for Meetings & Legal Notices:

- Daily Herald
- Liberty Press
- West Chicago Press

D) Designate Primary Legal Counsel: Sraga Hauser, LLC

E) Designate Architect: Arcon & Associates

F) Establish FY 11 Meeting Dates: Unless otherwise noted, Board of Control meetings are scheduled for the fourth Wednesday of the month beginning at 7:00 p.m. and are held in the Administration Center of SASSED, 6 S 331 Cornwall Road, Naperville, IL, on the following dates:

June 23, 2010	December 8, 2010 (2 nd Wed. -Location to be determined)
July-no meeting	January 26, 2011
August 25, 2010	February 23, 2011
September 22, 2010	March 23, 2011
October 27, 2010	April 27, 2011
November-no meeting	May 25, 2011

Board Accepted/Approved:

The Consent Agenda:

A) *Personnel Issues:*

- *Personnel Recommendations:*

- a) *Resignations/Terminations: 1 registered & 1 educational support personnel*
- b) *Appointments: 4 certificated, (for the 2010-2011 school term)*
- c) *Change in Employment Status: 3 certified & 1 educational support personnel (for the 2010-2011 school term)*
- d) *Re-employed for the 2010-2011 school term: 7 certified staff*

B) *Fiscal - April, 2010 - Revenue/Expenditure Report*

April, 2010 - Treasurer's Report

April, 2010 - Gross Payroll

April & May, 2010 - Interim Checks

May 26, 2010, Bill List

C) *Treasurer's Bond for FY 11 in the amount of \$10,000,000*

D) *Prevailing Wage Ordinance for FY 11*

E) *Serve as Administrative Agent for the FY 11 Grants:*

SASSED administers IDEA Statewide Discretionary, General, State, Federal and/or Local Funds for a total of \$10,097,651 for the following:

Positive Behavior Interventions and Supports (PBIS)

Project CHOICES & Early CHOICES

Autism Project

Parent Technical Assistance

Surrogate Parent

Illinois Department of Human Services

State Implementation & Scaling-up of Evidence-based Practices (SISEP)

Subgrant from Kansas University

IEP Grant
ARRA Transition
Autism Speaks

For administering these grants, SASED is reimbursed a percentage of the grants totaling \$363,332.

F) *The Second Reading of the following policies:*

- 2:110 - *Qualifications, Term, and Duties of Board Officers*
- 2:200 - *Types of Board of Control Meetings*
- 2:250 - *Access to SASED Public Records*
- 4:30 - *Revenue and Investments*
- 4:60 - *Purchases and Contracts*
- 4:110 - *Transportation*
- 4:160 - *Environmental Quality of Buildings and Grounds*

(The policies are effective 5/26/10.)

□ **Recommendations-Appointed/Approved not included in the Consent Agenda:**

A) *Employment of Administrators effective for the 2010-2011 fiscal year:*

- *Karen Rebhan-Csuk as Program Administrator for the Southeast Alternative School, replacing Larry Solomon who is retiring the end of this fiscal year.* Mrs Rebhan-Csuk has an extensive background in special education and is currently the administrator of the Joliet Township Alternative School.

- *Tammie Henry as the Director of Project CHOICES/Early CHOICES, replacing Ruth Henning who is retiring the end of this fiscal year.* Ms. Henry is a current Project CHOICES Educational Consultant and prior to this was the superintendent of Racoon District #1 which has been a model district for Project CHOICES.

- *Christine Martin as the Professional Development and School Improvement Coordinator replacing Jennifer Volpe who has taken a position as Special Education Coordinator of Evergreen Park Elementary School District 124.* Currently, Ms. Martin is the North Region Coordinator of IASPIRE and Indian Prairie Community School District 204 RtI Coach and Psychologist Coordinator.

B) *Finance Committee's Recommendations:*

- *The Resolution to authorize the Administration to establish a line of credit.* With the State being late in payment of reimbursements for personnel and transportation, the Administration anticipates the need to borrow funds over the summer months.

- *The FY11 Budget for submission to Center Cass School District 66 (SASED's Fiscal Agent).* After District 66's Board of Education adopts the budget, District 66 will place it on public display and advertise the availability for public inspection and then submit the budget to ISBE prior to August 31, 2010.

□ **Discussion Items:**

A) Presentation of the Multi-Needs Action Plan, 1-1 Aide Assignments - The Independence Facilitator Project - Sue Wisniewski, Program Administrator for the Multi-Needs Program, and Carol Dahlquist, Coordinator of the Instructional Support Team (IST), presented a pilot project of the process to determine the need and purpose of assigning a one-to-one assistant. It may be determined that a one-to-one assistant may be needed to assist the student in obtaining a specific goal/s. Once the student has gained independence in the goal/s the aide may or may not be needed which will be determined by the IEP Team. The one-to-one assistant areas that are charted for this determination are behavior, academic, analyzing, monitoring progress and providing an outcome accountability summary.

B) Communications:

- Districts Administrators' Meeting Agenda of May 21, 2010
- Flier of SASED's Night at the Kane County Cougars Game
- Flier of STARS Training on Autism Reflecting Success Schedule
- Flier announcing an in-service on Culturally Responsive Teaching which will be offered as a weekend course for Masters Credit in May 2011
- 2010 Extended School Year Information:

Date: July 6 - July 30, 2010 (July 1 & 2 is orientation for the staff.)

Locations for Multi-Needs, Southeast Alternative Students, Transition & District Program Students:

Southeast School, 6S331 Cornwall Road, Naperville

Prairieview School, 699 Plainfield Road, Downers Grove

Westmont Transition Center, 825 N. Cass Avenue, Suite 117, Westmont

Location for VI/DHH Program: Swartz School, 17W160 16th Street, Oakbrook Terrace

C) Voluntary Salary Deductions:

A complete list of voluntary salary deductions by SASED employees was provided. Following the requirements of Policy 4.50 (Operational Services-Payment Procedures), the Administration must provide this list to the Board once during a fiscal year.

D) Administrative Updates:

Sam Cannata, Assistant Director for Business, stated that this past month his time has been spent preparing for the year end and finalizing the FY 10 grants and preparing for the FY 11 grants.

Nan Diamond, Assistant Director for Programs and Services, reported that the Administration has completed the fourth program evaluation. This year the Vision Program was evaluated and all the data will be summarized and analyzed for a report to the Board in the fall.

Lynn Schroeder, Assistant Director of Human Resources, mentioned that much of her time has been spent in interviewing for the three administrative positions. Also, the Evaluation Committee has just finalized the Charlotte Danielson procedures and will present those for implementation in September. Next year the Administration will focus on an instrument to measure the performance of the Educational Support Personnel.

E) Executive Director's Report:

Staff Satisfaction Survey - For the fourth year in a row the SASED teaching and related service staffs have been asked to complete an anonymous Satisfaction Survey. This effort allows us to gather feedback from our employees on issues related to the culture and climate of our organization as well as specific topics like professional development opportunities, access to instructional materials and most importantly, supervision. This was an on-line process with response rates of 41% of related service personnel and 39% of the teaching staff who received the survey. After the close date the end of this month and the data collated, this information will be analyzed by the Leadership Team and they will prepare a report to the Board of Control in August.

Employee Appreciation Picnic - This year the annual picnic was at Madison Meadows Park in Lombard., giving staff housed at Highland Hills and those in further north and east sections of the cooperative a

little less travel time to the event. Over 150 staff and administrators attended the event. Mrs. Julia Beckman, Board member from Downers Grove Community High School District 99, stopped by to say hello and express her appreciation of the staff on behalf of the Board of Control. She also assisted Dr. Volpe in recognizing the following retiring staff members with a glass plaque:

- Joan Skinner - Teacher - Transition Program
- Maureen Clark - Teacher - Southeast Alternative School
- John Lagodney - Teacher - Southeast Alternative School
- Judy Quiroz - Teacher Assistant - Multi-Needs Program
- Christine Scherschel - Physical Therapy Assistant
- Gail Lopic - Secretary - IST

NEXT MEETING OF THE BOARD OF CONTROL: **Wednesday - June 23, 2010**, @ 7:00 p.m. at Century Hill Education Center (SASED Office) 6S331 Cornwall Road, Naperville, IL.

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