



## BOARD BRIEFS

June 23, 2010, Meeting

### Action Items:

Board accepted/approved:

**The Minutes:**

- A. *Minutes of:*
  - *May 26, 2010, Meeting*
  - *May 26, 2010, Closed Session*

**The Consent Agenda:**

- A. *Fiscal: May, 2010- Revenue/Expenditure Reports*
  - May, 2010 - Treasurer's Report*
  - May, 2010 - Gross Payroll*
  - May & June Interim Checks*
  - Approved the Bills Payable - June 23, 2010*
- B. *Authorized the Administration to release the July 1010, bills with retroactive approval at the August 25, 2010, meeting*
- C. *Accepted the 2008-2009 Audit Report*
- D. *Approved maintaining the confidentiality of the closed session minutes as presented and authorized the destruction of the audio recording of the December 17, 2008, closed session minutes.*
- E. *Approved the Calendars for 2010-2011*
- F. *Approved the Lombard Elementary School District 44 lease agreements for FY 11 for the Highland Hills Facility and Fairwood School*

**Discussion With Action:**

- A. *Approved the Memorandum of Agreement between the Administration and the educational support staff bargaining unit. The current collective bargaining agreement requires that the support staff be recalled by seniority. The Memorandum of Agreement allows the Administration to recall support personnel by seniority within each program as opposed to straight seniority. This will allow those experienced within a program to be recalled first which will maintain the integrity of the program and the essential support for the students within the program.*
- B. *Approved the Personnel Recommendations:*

- a. Resignations/Terminations: 1 certified & 2 educational support personnel
- b. Appointments: 3 certified, 1 registered, & 1 educational support personnel
- c. Change in employment status: 2 certified employees increase in F.T.E. & 6 certified grant employees & 7 educational support grant employees increase in F.T.E.
- d. Re-employed for the 2010-2011 school year: 4 educational support personnel
- e. Extended School Year: Multi-Needs staff - 2 administrators/coordinators, 46 certified/registered, 122 teacher assistants/recreation assistants  
Low Incidence staff - 1 administrator, 33 certified/registered & 53 teacher assistants
- f. Resolution for Reduction in Force for 1 grant employee
- g. Resolution for Honorable Dismissal for 1 grant employee
- h. Resolution for Honorable Dismissals of 2 program employees
- i. Compensation recommendations for the three assistant directors for the 2010-2011 year

□ **Discussion Without Action:**

**A. Communications**

- a. Status of Establishing a Line of Credit - The Administration was unable to do this since the collateral would have to be what SASED receives from the State for personnel and transportation reimbursement. The reason the Administration wanted to establish a line of credit was the uncertainty of when the State would issue a check for the personnel and transportation reimbursement.
- b. Application for Approval of Ten Year Safety Survey Report - SASED's Architect recently surveyed Century Hill Education Center and found 18 building modifications required to comply with the life safety standards. These changes all had a priority code of "b" (indication items that are necessary for a safe environment but are not immediate hazard to the safety of the students). The cost of completing all work is estimated at \$90,600 and is required to be completed within three years. Funding will be provided through the Southeast Alternative School tuition and/or Medicaid funding. Each of SASED's member district's board of education must now approve the SASED 10 year life safety survey in order for SASED to obtain ISBE approval.

**B. The following were provided:**

- a. A copy of the Program Administrators' Retreat Agenda for June 7<sup>th</sup> and 8<sup>th</sup>.
- b. A draft of the August 17<sup>th</sup> SASED Orientation Day Agenda.
- c. Final update of the 2009-2010 Strategic Plan.
- d. Executive Director's & Assistants' 2009-2010 Action Plans.
- e. The Strategic Plan Goals for 2010-2011.
- f. The User Fee Procedures will be reviewed with districts currently using staff employed by SASED and the Administration will present the final procedures for Board approval in August.
- g. Teachers' & Staffs' Satisfaction Survey Results - Overall the responses were positive with 64% responding.

**C. Administrative Updates**

- Sam Cannata, Assistant Director for Business, relayed that he has been involved in completing the end of the year data and starting the new year.
- Nan Diamond, Assistant Director for Program and Services, stated that the Extended School Year Program starts in July. Orientation is the 1<sup>st</sup> and 2<sup>nd</sup> with some 450 students starting July 6<sup>th</sup> at four different locations. This year for the first time we are having a high school transition program as a pilot.

## D. Executive Director's Report

**Presentation** - Initially, the Administration had planned on presenting the *Vision Program Evaluation Process Results/Plan of Action* but due to the delay in scheduling the independent observers to visit the program, the action planning process could not begin before the end of the school year. Therefore, this presentation will take place in September.

**SASED Extended School Year (ESY)** - As reported earlier, the ESY Program starts July 6<sup>th</sup> and runs through July 30<sup>th</sup>. Dr. Volpe took this opportunity to thank Dr. Jay Tiede, Superintendent of Center Cass School District 66, and his administrative staff for hosting the district students, students with emotional/behavioral disabilities and students with Autism at Prairieview Elementary School. The Administration is also grateful to Dr. John Correll, Superintendent of Salk Creek School District 48, for continuing to host the low incidence program at Swartz School. The SASED Multi-Needs classes will again be housed at the Southeast School and the Transition Program at the Transition Center in Westmont. The Board will receive a full ESY report at the August meeting.

**Donation from Multi-Needs Class** - For the second year in a row the students from the SASED Multi-Needs classrooms at Westmont High School have made a donation to the Paul Murphy Scholarship Fund at Benedictine University. This year the donation was \$173.25. Led by their teachers, Laura Spokas and Kirsten Schmidt, the students hold an annual craft fair before the holidays. Each of the crafts was created or assembled by the students. On behalf of the students' peers at the Southeast Alternative School, who can take advantage of the scholarships, the students and teachers were thanked for their efforts.

**SASED Administrator Retreat** - The June 7<sup>th</sup> and 8<sup>th</sup> RtI/Problem Solving Retreat was attended by the Leadership Team and the program and service administrators. The two days were spent in charting the course of implementation for the cooperative and the programs. Our new administrator for Professional Development and School Improvement, Christine Martin, led the effort along with Jennifer Volpe. The group defined their vision and beliefs regarding the initiative and then considered a framework for implementation and how that would look in a cooperative. This will be a tremendous undertaking for the cooperative. The Administration will communicate with the Board as to the finalization for the Implementation Framework and Timelines.

**Administrator Retirement Party** - Anne Burgoni (Program Administrator for the Deaf/Hard of Hearing Program at the Westmont cluster sites), Larry Solomon (Program Administrator for the Southeast Alternative School) and Ruth Henning (Coordinator of Project CHOICES) were honored at a surprise retirement party on June 9<sup>th</sup> at the Medinah Shrine Center in Addison. Several people attended the reception followed by approximately 60 attending a formal dinner where the retirees were roasted and feted by friends and family. Each person was also recognized by SASED and given an engraved glass plaque for their years of service.

**Orientation Day** - Dr. Volpe stated that Orientation Day is August 17<sup>th</sup> with registration from 8:00 to 9:00 and the program starting at 9:15 a.m. It will be held again at the NIU Campus, 1120 E. Diehl Road, Naperville. He encouraged the Board members to attend if their time permits.

**Next Meeting - August 25, 2010.**

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