

**School Association for Special
Education In DuPage
(SASED)
Board of Control Meeting #142
June 23, 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 7:28 p.m. and welcomed those in attendance. He noted that it was important to wait for a quorum to hold this meeting since there are a couple of agenda items that are crucial and needing immediate Board action. He thanked everyone for making the effort to be present in spite of the stormy weather.

Roll call was taken with the following responding:

1. ROLL CALL, DETERMINATION OF QUORUM

<u>Present:</u>	<u>District</u>	<u>Representative</u>
	Benjamin School District #25	Jack Buscemi
	School District #45, DuPage County	Matthew Kerr
	Salt Creek School District #48	Dr. John Correll
	Cass School District #63	Dr. Kerry Foderaro
	Center Cass School District #66	Dr. Jay Tiede
	DuPage High School District #88	Dr. Steven Humphrey (Arrived @ 7:35 p.m.)
	Community High School District #94	Katherine Doremus
	Community High School District #99	Julia Beckman
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Joel Price
	Lisle Community Unit School District #202	Joan Costin (Alternate Representative)
<u>Absent:</u>	Keeneyville School District #20	Dr. Carol Auer
	West Chicago Elementary School District #33	Dr. Ed Leman
	Winfield School District #34	Dr. Gwynne Kell
	Downers Grove Grade School District #58	Stephen Funk
	Maercker District #60	Dr. Catherine Berning
	Woodridge School District #68	Tom Ruggio
	Elmhurst Community Unit School District #205	Maria Hirsch

Present: Eleven Districts

Absent: Seven Districts

Also in attendance:

- Dr. Cathy Skinner, Assistant Superintendent for Personnel, Woodridge School District 68 & representing District 68 as a nonvoting participant
- Larry Solomon, Program Administrator for the Southeast Alternative School, SASED
- Dr. Michael Volpe, Executive Director, SASED
- Sam Cannata, Treasurer and Assistant Director for Business, SASED
- Nan Diamond, Assistant Director for Programs & Services, SASED
- Nancy Sallmann, Recording Secretary, SASED

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda. Dr. Michael Volpe did note that there is an amendment to the recommended employment for the Extended School Year staff which was distributed as well as an updated Board Membership list.

3. APPROVAL OF MINUTES

May 26, 2010, Meeting Minutes:

May 26, 2010, Closed Session Minutes:

Julia Beckman moved and her motion was seconded by Jack Buscemi to approve the regular meeting minutes and the closed session minutes of May 26, 2010.

VOICE VOTE

MOTION CARRIED

4. APPOINT A SECRETARY PRO TEM

In the absence of Dr. Ed Leman, Secretary, Dr. Thomas Schneider was appointed Secretary Pro Tem by acclamation.

5. CONSENT AGENDA

Dr. John Correll moved and his motion was seconded by Joel Price to approve the following Consent Agenda Items:

b. The Revenue/Expenditure Reports: May, 2010

c. The Treasurer's Report: May, 2010

d. The Gross Payroll: May, 2010 - \$1,988,136.09

e. The Interim Checks: May, 2010 - \$745,646.70 & June, 2010 – \$24,821.23

f. The Bills Payable: April 28, 2010 - \$1,020,241.10

g. Voided Checks: April, 2010 (\$3,453.18)

h. Authorized the Administration to release the July 2010 bills with retroactive approval in August

i. Accepted the 2008-2009 Audit

j. 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

k. Approved the calendars for 2010-2011

l. Approved the Lombard District 44 lease agreements for FY 11 for the Highland Hills Facility and Fairwood School (See Exhibit 1)

Roll Call Vote:

Aye:

Salt Creek School District #48

Westmont Community Unit School District #201

Benjamin School District #25

School District #45, DuPage County

Cass School District #63

Center Cass School District #66

Community High School District #94

Community High School District #99

Community Consolidated School District #180

Lisle Community Unit School District #202

Nay:

None

Absent:

Keeneyville School District #20
West Chicago Elementary School District #33
Winfield School District #34
Downers Grove Grade School District #58
Maercker District #60
Woodridge School District #68
DuPage High School District #88
Elmhurst Community Unit School District #205

VOTE: Aye: 10 Nay: 0 Absent: 8 MOTION CARRIED

6. DISCUSSION WITHOUT ACTION

A. Communications

- a. Status of Establishing a Line of Credit - The Administration was unable to establish a line of credit since the only collateral would have to be what SASSED receives from the State for personnel and transportation reimbursement. Late payment by ISBE in these two areas is the reason the Administration wanted to establish a line of credit. Mr. Cannata stated that tuition pre billing may be sent out earlier this year to help if there is a cash flow problem.

(Dr. Steve Humphrey arrived at this time – 7:35 p.m.)

- b. Application for Approval of Ten Year Safety Survey Report - SASSED'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 SASSED's member district's board of education must now approve the SASSED 10 year life safety survey in order for SASSED to obtain ISBE approval.
- c. The following were provided:
 - a. A copy of the Program Administrators' Retreat Agenda for June 7th and 8th.
 - b. A draft of the August 17th SASSED Orientation Day Agenda. There will also be orientation on the 13th and 16th for new employees.
 - c. On August 16th it is SASSED's night at the Kane County Cougar game. Board members were asked to contact Nancy Sallmann if they were interested in attending.
 - d. Final update of the 2009-2010 Strategic Plan.
 - e. Executive Director's & Assistants' 2009-2010 Action Plans.
 - f. The Strategic Plan Goals for 2010-2011.
 - g. The User Fee Procedures will be reviewed with districts currently using full time staff employed by SASSED and the Administration will present the final procedures for Board approval in August. The procedure has been discussed with member districts currently using full time SASSED User Fee staff.

- h. Teachers' & Staffs' Satisfaction Survey Results – Overall, the responses were positive with 64% responding.

B. Administrative Updates

Sam Cannata relayed that he has been involved in completing the end of the year data and starting the new year.

Nan Diamond stated that the Extended School Year Program starts in July. Orientation is the 1st and 2nd with some 450 students starting July 6th at four different locations. This year for the first time we are having a high school transition program as a pilot.

C. 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 6th and runs through July 30th. Dr. Volpe took this opportunity to thank Dr. Jay Tiede, Superintendent of Center Cass School District 66, and his administrative staff for hosting the ESY Program for districts' 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 7th and 8th Rtl/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 9th 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 SASSED and given an engraved glass plaque for their years of service.

Orientation Day - Dr. Volpe stated that Orientation Day is August 17th 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.

7. ACTIVITIES PRIOR TO THE MAY 26, 2010, BOARD MEETING

- July 5 Federal Holiday – All offices closed
- July 6 SASSED and DuPage/West Cook ESY Programs begin
- July 28 IAASE Board Meeting - Peoria
- July 29-30 ISBE Special Education Directors' Conference - Peoria
- July 30 SASSED and DuPage/West Cook ESY Programs End
- August 4 SASSED Program Administrators' Meeting
- August 5 Northern Illinois Roundtable of Directors of Special Education
- August 6 SASSED Summer Office Hours End
- August 13/16 New employee Orientation Days
- August 16 SASSED night at the Kane County Cougars
- August 17 SASSED Orientation Day

8. CLOSED SESSION

After asking the Board members, the Board Chairperson determined there was no need to convene in Closed Session.

9. MEMORANDUM OF AGREEMENT:

Jack Buscemi moved and his motion was seconded by Julia Beckman to approve the Memorandum of Agreement between the SASSED Board of Control and the SASSED Support Staff (See Exhibit 2).

Roll Call Vote: Aye:

*Benjamin School District #25
Community High School District #99
School District #45, DuPage County
Salt Creek School District #48
Cass School District #63
Center Cass School District #66
DuPage High School District #88
Community High School District #94
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202*

Nay:

None

Absent:

*Keeneyville School District #20
West Chicago Elementary School District #33
Winfield School District #34
Downers Grove Grade School District #58
Maercker District #60*

Woodridge School District #68
Elmhurst Community Unit School District #205

VOTE: Aye: 11 Nay: 0 Absent: 7 MOTION CARRIED

10. PESONNEL RECOMMENDATIONS

A. Resignations, Appointments, Recalls, & Changes in Employment Status:

Dr. Steven Humphrey moved and his motion was seconded by Dr. John Correll to approve the resignation of one certified and two educational support personnel; the appointments of three certified, one registered and one educational support personnel; the change in employment status of two certified employees and six certified grant employees and seven education support grant employees; and the re-employment of four educational support personnel (See Exhibit 3) as well as the employment of the Extended School Year staff (See Exhibit 4).

Roll Call Vote: Aye:

DuPage High School District #88
Salt Creek School District #48
Benjamin School District #25
School District #45, DuPage County
Cass School District #63
Center Cass School District #66
Community High School District #94
Community High School District #99
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nay:
None

Absent:
Keeneyville School District #20
West Chicago Elementary School District #33
Winfield School District #34
Downers Grove Grade School District #58
Maercker District #60
Woodridge School District #68
Elmhurst Community Unit School District #205

VOTE: Aye: 11 Nay: 0 Absent: 7 MOTION CARRIED

B. Resolution for Educational Support Staff:

**Reduction in Force of Grant Employee
Honorable Dismissal of Grant Employee
Honorable Dismissal of Two Program Employees**

Dr. Steven Humphrey moved and his motion was seconded by Joel Price to approve the Reduction in Force of one grant employee, the Honorable Dismissal of one grant employee, and the Honorable Dismissal of two program employees. (See Exhibit 5, 6 & 7 respectively)

Roll Call Vote: Aye:

DuPage High School District #88
Westmont Community Unit School District #201
Benjamin School District #25
School District #45, DuPage County
Salt Creek School District #48
Cass School District #63
Center Cass School District #66
Community High School District #94
Community High School District #99
Community Consolidated School District #180
Lisle Community Unit School District #202

Nay:

None

Absent:

Keeneyville School District #20
West Chicago Elementary School District #33
Winfield School District #34
Downers Grove Grade School District #58
Maercker District #60
Woodridge School District #68
Elmhurst Community Unit School District #205

VOTE: Aye: 11 Nay: 0 Absent: 7 MOTION CARRIED

C. Assistant Directors' 2010-2011 Compensation Recommendations

Dr. Steven Humphrey moved and his motion was seconded by Dr. Janice Rosales to approve the three Assistant Directors' 2010-2011 compensation as presented.

Roll Call Vote: Aye:

DuPage High School District #88
School District #45, DuPage County
Benjamin School District #25
Salt Creek School District #48
Cass School District #63
Center Cass School District #66
Community High School District #94
Community High School District #99
Community Consolidated School District #180
Westmont Community Unit School District #201

Nay:

Lisle Community Unit School District #202

Absent:

Keeneyville School District #20
West Chicago Elementary School District #33
Winfield School District #34
Downers Grove Grade School District #58
Maercker District #60

VOTE: Aye: 10 Nay: 1 Absent: 7 MOTION CARRIED

11. PUBLIC HEARING

Larry Solomon announced that this year the students from the Southeast Alternative School placed first in the regional math competition. The school was presented with a plaque with all the students' names who participated. He noted that for the past four years the students from the Southeast program have placed first, tying with Willowbrook High School 88 students for three of the years. He took this opportunity to thank the Board members for their support. The Board in turn thanked Mr. Solomon for his years of service and wished him well on his retirement.

12. ADJOURNMENT

Julia Beckman moved and her motion was seconded by Jack Buscemi to adjourn this meeting at 8:30 p.m.

VOICE VOTE

MOTION CARRIED

Dr. Jay Tiede, Chairperson

Dr. Thomas Schneider, Secretary Pro Tem