

Anne Burgoni, Program Administrator for SASSED Deaf/Hard of Hearing Program
Dr. Michael Volpe, Executive Director, SASSED
Sam Cannata, 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

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda, although the following information was distributed as part of the presentation and an additional communication:

- 1) Deaf & Hard of Hearing Program Action Plan 2009-2010
- 2) Letter to parents regarding the flu

3. PUBLIC COMMENT

Larry Solomon took this opportunity to welcome the Board and invited them to tour the school. He expressed his appreciation for the Board representation on Orientation Day. This year is a year of adventure. Among the activities is the introduction of the Charlotte Danielson evaluation method.

4. APPROVAL OF MINUTES

June 24, 2009, Meeting:

Dr. Carol Auer moved and her motion was seconded by Julia Beckman to approve the regular meeting minutes of June 24, 2009.

VOICE VOTE

MOTION CARRIED

June 24, 2009, Closed Session:

Julia Beckman moved and her motion was seconded by Dr. Carol Auer to approve the closed session minutes of June 24, 2009.

VOICE VOTE

MOTION CARRIED

5. CONSENT AGENDA

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

- a. The Personnel Recommendations (Exhibit 1)***
 - Resignations: 2 certified and 10 educational support personnel***
 - Appointments: 10 certificated, 2 registered, & 16 educational support personnel***
 - Change of Employment Status: 3 assistants to teachers***
 - Re-employment: 3 certified & 7 educational support personnel***
- b. The Revenue/Expenditure Reports – June & July, 2009***
- c. The Treasurer's Report – June & July, 2009***
- d. The Gross Payroll - June, 2009 - \$4,282,371.03 & July, 2009 - \$812,100.75***
- e. The Interim Checks – June, 2009 - \$2,124,463.01, July, 2009 - \$1,309,954.34 & Interim Checks for July Bills Payable List - \$590,186.29 – Voided Checks (\$2,939.60)***
- f. The Bills Payable – August 26, 2009 - \$617,823.69 – Voided Checks (\$186.23)***

Roll Call Vote: Aye:
Salt Creek School District #48
Maercker District #60

Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
Winfield School District #34
School District #45, DuPage County
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Community Consolidated School District #180
Westmont Community Unit School District #201

Nay:
None

Absent:
Downers Grove Grade School District #58
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

VOTE: Aye: 15 Nay: 0 Absent: 3 MOTION CARRIED

6. PRESENTATION

A. Orientation Day: A slide presentation was shown at the start of the meeting. Dr. Volpe reported that there were approximately 465 staff members in attendance. The remaining employees are statewide grant personnel. He mentioned that the Board was well represented and expressed his appreciation for those members attending.

B. Extended School Year (ESY) Overview: PowerPoint Presentation by the Coordinators: Nan Diamond reported that the extended school year programs were successful serving over 400 students. The multi-needs program started the second week after most districts' 2008-09 school terms ended and the low incidence program started the first part of July. Overall the staff and parent evaluations were positive. The transportation company did an outstanding job of coordinating the drivers' schedules. The Administration is considering having both programs run concurrently for the 2010 ESY.

Joan Allison and Joyce Zimmerman were the low incidence ESY coordinators. The program was held in Salt Creek School District 48 at the Stella Mae Swartz School. Joan Allison stated that the theme was "Reaching for the Stars." 152 students attended the program. Several high school and college students assisted in the ESY program. Joyce Zimmerman mentioned that this is a nice recruiting tool to encourage these students to pursue a special education degree.

Shannon Cribaro coordinated the multi-needs ESY program at five sites serving 260 students:

- District students and those with Emotional/Behavioral Disabilities at Prairieview Elementary in Center Cass School District 66 (15 classrooms with 116 students)
- Multi-needs students at Southeast School (14 classrooms with 105 students)
- Transition students at Transition Center, Westmont (3 classrooms with 21 students)

- STARS Program at Hillcrest Elementary in Downers Grove Grade School District 58 (1 classroom with 8 students)

Students worked on their IEP goals in reading and math. Besides their academic work, the highlights for the students were the picnic at Castaldo Park sponsored by SEASPAR, the picnic and fishing at Herrick Lake arranged through the DuPage County Forest Preserve and SASSED Got Talent (a student talent show held on the last day of student attendance.).

C. Deaf and Hard of Hearing (DHH) Program Action Plan (*PowerPoint* presentation by the Deaf & Hard of Hearing Program Administrators):

Anne Burgoni and Joyce Zimmerman reviewed the following Action Plan which was based on the findings of the comprehensive program evaluation conducted throughout the 2008-2009 school year:

1. Goal for Curriculum & Staff Development
 - Investigate and begin to develop core curriculum across subject areas for EC through high school.
2. Goal to improve Communication to improve students' learning
 - Develop better communication methods to increase parental and district knowledge and involvement about the DHH program.
3. Goal for Developing Programmatic Procedures
 - Develop procedures for the DHH Program to improve effective instruction and increase student performance.
4. Goal for Facilities
 - Investigate the long term needs for facilities for the DHH Program.

7. COMMUNICATIONS

A. Medicaid Administrative Outreach: The Medicaid Administrative Outreach claiming process can no longer be done by multiple entities. Fairbanks LLC will now serve as the statewide vendor. SASSED will still complete all the necessary processing for its member districts. Information presented explained that SASSED will be sending representatives to the training session on behalf of its member districts and will provide Fairbanks with district contact information.

B. Wellness Screening Program: The brochure was sent to all SASSED employees along with the Orientation notice. There was a full schedule from 7:00 - 9:00 am on August 18th.

C. Illinois Department of Human Services: A notice from the Illinois Department of Human Services that the Lekotek Program has been eliminated and no contract will be established for the 2009-10 school year.

D. Update on IDEA-ARRA Funding: The memo sent to District Special Education Directors and District Business Managers explained the following updated procedures:

1. Date of submission of the grant application

2. Update on supplanting guidelines
3. Identifying use of funds
4. Additional reporting that will be required
5. To list and deduct the personnel reimbursement
6. Guidelines and process to obtain construction or building improvement costs

E. Illinois Department of Human Services' Notice of Grant Award: Due to the efforts of Christine DiRienzo, SASSED has been awarded a \$32,000 grant for the Transition Program funded by the American Recovery and Reinvestment Act (ARRA). Students will learn the basics for setting up a business (micro-business) and how to market their creative talents. The micro-business is intended to be self-sustaining at the end of the first year. Once set up, the sales of products will support the continuing costs.

F. Letter to Parents: The letter, which was sent to parents of students attending SASSED's programs regarding the flu with procedures to follow, was shared with the Board.

8. ISBE POLICY ASSURANCE STATEMENT

At the October 22, 2008, meeting the Board of Control adopted the current Policies & Procedures, in accordance with IDEA 2004, for SASSED and on behalf of its eighteen member districts. ISBE is now requiring a written assurance of provision of policies and procedures by completing ISBE Form 34-32 (5/09). Based on past practice, SASSED will complete this form and forward to ISBE on behalf of its eighteen member districts.

9. STRATEGIC PLAN – 2008-09 FINAL UPDATE & 2009-10 ACTION PLAN

Dr. Volpe briefly reviewed the quarterly update of the 2008-09 Strategic Plan noting that some of the action plan will be ongoing. The Facilities Committee work was postponed due to focus required for the visually impaired high school facilities issues and the Human Resource Director search process. The Facilities work will be initiated in September of 2009.

The Board reviewed the proposed 2009-2010 Action Plan with no substantial changes suggested.

10. EXECUTIVE DIRECTOR'S & ASSISTANT DIRECTORS' PERFORMANCE GOALS

The Board reviewed the 2009-2010 proposed goals and action plan for the Executive Director and Assistant Directors. Some areas were specifically highlighted by the Board, i.e.:

- The need to investigate transportation practices Are we doing it in the best way?
- Explore cost efficiencies.... How will reduced funding be offset ? Look at staffing patterns.
- Develop a contingency for making cuts. (What are we doing & what do we need to do?)
- Provide leadership.....to provide a full continuum of services. --- Administration is on track to do that – Continue with the updates.
- Bridge communication gap among SASSED's own employees.
- Stressed the importance of the Leadership Team visiting programs.
- Concise monthly reporting of program and services at Board meetings.
- Develop a financial report for the Board that is more user friendly – a brief overview

It was noted that certain goals might take more than a year to complete, i.e., employee handbooks especially with a new Assistant Director.

Based on the input received, each administrator will finalize their draft goals and present to the Board for approval at the September 23rd Board of Control meeting.

11. EXECUTIVE DIRECTOR'S REPORT

- **New Board Member Orientation:** The second new Board Member Orientation was held on Thursday, July 16th. A mix of newly elected Board members, district special education administrators and a superintendent were in attendance. The SASSED Leadership Team reviewed the history, mission and functions of the cooperative. Several program and services administrators were in attendance to answer questions.
- **Juvenile Detention Center Funding:** On July 30th Attorney Jack Canna, Sam Cannata and Dr. Volpe met with the new Superintendent of District 94 (Dr. Lalo Ponse) and District 94's attorney to discuss this issue. Attorney Canna stressed that SASSED would require a full accounting for the approved expenditures of the program. The Superintendent requested an opportunity to investigate the matter further and to discuss it with his Board.
- **ISBE Directors' Conference:** The annual ISBE Special Education Directors' Conference was again held in Peoria. Among the many interesting topics was the latest information on RtI, data collection and reporting, ARRA funding and disbursement procedures, the processes for Focused Monitoring visits and continuing communications about Transition services and supports.
- **New Employee Orientation Days:** The New Employee Orientation Program was held on August 13th. Twenty-nine certified, licensed and support staff members were in attendance for a full day of training. A second day of training was available for new teachers and their mentors on August 14th. Nan Diamond and Lynn Schroeder were commended for organizing the orientation.
- **SASSED Night at the Kane County Cougars:** The second annual outing saw 150 employees and their families enjoy a beautiful evening game at Elfstrom Stadium on August 13th. A few loyal SASSED employees saw the Cougars win in the 15 inning marathon. Thanks to Sue Wisniewski, the Program Administrator for the Multi-needs Program, for her efforts in planning and organizing the event. Other social events will be scheduled during the school term.
- **Donation of Furniture:** Dr. Vople thanked Maercker District 60 for their generous donation of office and classroom furniture. The staff of the STARS Autism classroom were very appreciative.

12. ACTIVITIES PRIOR TO THE September 23, 2009, BOARD MEETING:

- | | |
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| • August 27 | Autism Project State Leadership Team Meeting – Normal |
| • August 31 | West Chicago Superintendents' Meeting |
| • September 1 & 2 | SASSED Program Administrators' Retreat |
| • September 3 | Northern Illinois Roundtable of Special Education Directors |
| • September 11 | SASSED District Administrators' Meeting |
| • September 17 | DuPage/West Cook Meeting |
| • September 18 | LEND |
| • September 23 | IAASE Board Meeting – Tinley Park |

13. ADJOURNMENT

Julia Beckman moved and her motion was seconded by Dr. Carol Auer to adjourn this meeting.

VOICE VOTE
(Meeting adjourned at 8:10 p.m.)

MOTION CARRIED

Dr. Jay Tiede, Chairperson

Dr. Ed Leman, Secretary