



BOARD BRIEFS

September 23, 2009, Meeting

Action Items:

Board accepted/approved:

The Minutes:

- γ *Minutes of:*
- August 26, 2009, regular meeting

The Consent Agenda:

- γ *Personnel Recommendations:* a) Resignations - 2 certified & 3 educational support staff
b) Appointments - 3 certified personnel & 9 educational support personnel
c) Re-employment - 2 educational support staff
d) Change in Employment Status - Increase FTE of 1 certified employee
- γ *Fiscal:* August, 2009- Revenue/Expenditure Reports
August, 2009 - Treasurer's Report
August, 2009 - Gross Payroll & Interim Checks
September 23, 2009 - Bills Payable
- γ *First reading was held on the following policies:*
 - Staff Supervision - 3:62
 - Compliance with the Fair Labor Standards Act - 5:35
 - Drug and Alcohol-Free Workplace - 5:50
 - Expenses - 5:60
 - Professional Development Program - 5:100(Second reading will be held at the October 28th meeting)
- γ *The MB Financial Bank was approved as an additional authorized depository.*
- γ *Approved the overnight trip for the Visually Impaired Program students to participate in Goal Ball at the Illinois School for the Visually Impaired in Jacksonville, Illinois.*

Introductions:

Prior to the meeting, the IEA SASED Support Staff sponsored a reception for the Board. Self

introductions were made by the IEA officers. Newly employed educational support staff were also invited to the meeting. Five were in attendance and introduced themselves to the Board.

Presentation:

During the 2007-08 school term the Southeast Alternative School was evaluated and based on results of the evaluation, the Southeast Alternative School Action Plan was developed. Nan Diamond, Assistant Director for Programs and Services, stated that this is the second implementation year of the Action Plan. Larry Solomon, Program Administrator for the Southeast Alternative School, reviewed the action, progress and timelines for completion.

Communications:

- **District Administrator Meeting:** A copy of the September 11th District Administrators' meeting agenda was provided.
- **Presentations at the Board of Control:** The schedule of presentations was provided.
- **Executive Director's & Assistant Directors' 2009-2010 Goals:** The list of goals with actions and activities delineating responsibilities and timelines for the Administrators was presented.
- **Administrative Updates:** Sam Cannata provided the Business Office Update. He reported that the conversion to the new software (Skyward) will be completed by January 1, 2010. The bus maintenance and pre-trip inspection procedures have changed with maintenance now being provided by Septran for a better hourly rate. He reported that he will be meeting this year with the Program Administrators to carefully look at expenditures and staffing patterns for areas of reduction. He also provided a more "user friendly" Board report for the monthly financial information. Also, districts can now invoice SASSED for students' fees and reduced lunches of students attending SASSED programs. He has developed a procedure whereby SASSED can claim for these students.

Both Nan Diamond, Assistant Director for Programs and Services, and Lynn Schroeder, Assistant Director for Human Resources, gave verbal reports. Mrs. Schroeder reported among her activities is becoming acquainted with the new Skyward software program as it relates to the Human Resource Department, the new evaluation system, and the mentoring program. Mrs. Diamond reported on the work to improve the curriculum for the vision and hard of hearing programs, visitations to classrooms and taking advantage of having access to student information from 92 districts via the Student Information System (SIS) for appropriate coding. The Administration will continue to analyze this information.

- **Administrator's Salary Compensation Report:** Dr. Volpe stated that the recently approved Public Act 96-434 requires school districts to post on their websites the base salary, bonuses, pension contributions, retirement increases, the cost of health insurance, the cost of life insurance, sick and vacation day payout, annuities and any other form of compensation or income paid on behalf of each administrator holding an administrative certificate (Type 75) and working in that capacity. Although the law is silent regarding special education cooperatives' reporting this information, Dr. Volpe stated that the Administration has decided to be proactive and place this information on the website. The Board was provided with a hard copy of this information.

Executive Director:

- **Secondary Transition (Indicator 13):** The Illinois Office of Special Education Programs has recently changed the requirements to report data for the State's Performance Indicator 13 (Secondary Transition). SASSED has shared available information concerning the changes with the members districts and will continue to do so as more information is received. This new information must be completed error free by the March 2010 FACTS transmission deadline. Additionally, our Transition coordinator, Christine DeRienzo has offered to consult with member district teams to train and develop awareness around these new procedures.

- **SASED Program Administrators' Retreat:** On September 1st and 2nd all SASED program and service administrators met for an intensive workshop on the Charlotte Danielson Evaluation Framework. SASED administrators will continue training at their October staff meeting on forms and procedures and will begin full scale use of the model this year.

- **Student Information System (SIS):** The ISBE has recently informed us that all cooperatives in Illinois will now have read-only access to SIS. This will greatly facilitate our ability to retrieve the results for our students in a timely and consistent manner so that we might use it in our work towards improving instruction and outcomes. No longer will we have to contact some 92 districts in an attempt to gather this information. Thanks to Nan Diamond for her ongoing communication with ISBE and Pearson Measurements to make them aware of the needs of all special education cooperatives.

- **Illinois Association of School Nurses:** Commendations were given to Paula Reynolds, Nurse at the Southeast Alternative School. Mrs. Reynolds will be presenting at the annual conference of her professional association on October 23rd and 24th. Several years ago Mrs. Reynolds led a group of her colleagues in an effort to develop a goal bank for the writing of health related IEP goals. Since that time SASED nurses and staff members have had the benefit of accessing these goals and they will now be shared with a larger group of professionals for the betterment of students and their health plans across the state.

- **Juvenile Detention Center Funding:** There has been no recent communication on this issue or on the draft agreement sent to District 94's legal representative.

Next Meeting - October 28, 2009.

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