



Harry Mennel, Van Drive, Multi-needs Program  
Patricia Schaffer, Teacher Assistant, STARS Program, Fairmount School, Downers Grove  
Ryan Wennlund, 1 to 1 Teacher Assistant, Multi-needs Program, Highland Sch., Downers Grove  
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.

The Chairperson did state that there will be no action after the closed session.

## **3. PUBLIC COMMENT**

Paul Edwards, President of the SASSED IEA Support Group, thanked Dr. Volpe and the Board members for the opportunity to host the pre-meeting reception. The Support Group is looking forward to many years of working closely with the Board.

## **4. INTRODUCTIONS OF NEW SUPPORT STAFF EMPLOYEES**

Dr. Volpe stated that he was pleased to have SASSED's new officers in attendance at this meeting as well as some of the new support staff.

The IEA Support Staff Officers in attendance took this time to introduce themselves and their title:

Rachel Martin, Membership  
Darlene Kouba, Secretary  
Conrad Cudzewicz, Treasurer  
Gina Cleland, Co Vice Chairperson  
Donna Rowan, Co Vice Chairperson  
Paul Edwards, President

The following new staff introduced themselves:

Harry Mennel, Van Driver, Multi-needs Program  
Patricia Schaffer, Teacher Assistant, STARS Program  
Paul Kobialko, Teacher Assistant, Southeast Alternative School  
Jessica D'Souza, Teacher Assistant, Visually Impaired Program at Salt Creek School  
Ryan Wennlund, One:One Teacher Assistant, Multi-Needs Program

## **5. APPROVAL OF MINUTES**

**August 26, 2009, Meeting:**

***Dr. Carol Auer moved and her motion was seconded by Dr. Catherine Berning to approve the regular meeting minutes of August 26, 2009.***

**VOICE VOTE**

**MOTION CARRIED**

## **6. CONSENT AGENDA**

***Dr. John Correll moved and his motion was seconded by Katherine Doremus to approve the following consent agenda:***

- a. **The Personnel Recommendations (Exhibit 1)**
  - Resignations: 2 certified and 3 educational support personnel
  - Appointments: 3 certified & 9 educational support personnel
  - Change of Employment Status: Increase FTE of 1 certified employee
  - Re-employment: 2 educational support personnel
  - Parental Leave of Absence for a non tenured certified employee (See Exhibit 2)
- b. **The Revenue/Expenditure Reports – August, 2009**
- c. **The Treasurer’s Report – August, 2009**
- d. **The Gross Payroll - August, 2009 - \$562,336.87**
- e. **The Interim Checks – August, 2009 - \$457,974.76**
- f. **The Bills Payable – September 23, 2009 - \$1,324,311.32**
- g. **The First Reading on the following policies:**
  - Staff supervision – 3:562
  - Compliance with the Fair Labor Standards Act – 5:35
  - Drug- and Alcohol-Free Workplace – 5:50
  - Expenses – 5:60
  - Professional Development Program – 5:100
- h. **The MB Financial Bank as an additional authorized depository**
- i. **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**

Roll Call Vote:

Aye:

Salt Creek School District #48  
 Community High School District #94  
 Keeneyville School District #20  
 Benjamin School District #25  
 West Chicago Elementary School District #33  
 Winfield School District #34  
 School District #45, DuPage County  
 Downers Grove Grade School District #58  
 Maercker District #60  
 Cass School District #63  
 Center Cass School District #66  
 Woodridge School District #68  
 DuPage High School District #88  
 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:

Elmhurst Community Unit School District #205

VOTE: Aye: 17 Nay: 0 Absent: 1 MOTION CARRIED

## **7. PRESENTATION**

**A. Southeast Alternative School Plan of Action:** Nan Diamond noted that 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. She stated that this is the second implementation year of the Action Plan. Larry Solomon reviewed the action, progress and timelines for completion.

## 8. COMMUNICATIONS

- **District Administrator Meeting:** A copy of the September 11<sup>th</sup> District Administrators' meeting agenda was provided.
- **Presentations to 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 earlier 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 and Lynn Schroeder gave verbal reports on their departments' activities. 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.

## 9. EXECUTIVE DIRECTOR'S REPORT

- **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 member 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 DiRienzo has offered to consult with member district teams to train and develop awareness around these new procedures.
- **SASSED Program Administrators' Retreat:** On September 1<sup>st</sup> and 2<sup>nd</sup> all SASSED program and service administrators met for an intensive workshop on the Charlotte Danielson Evaluation Framework. SASSED 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 23<sup>rd</sup> and 24<sup>th</sup>. 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 SASSED 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.

#### 10. **ACTIVITIES PRIOR TO THE October 28, 2009, BOARD MEETING**

- |                     |   |
|---------------------|---|
| ● September 24 & 25 | IAASE Fall Conference – Tinley Park                         |
| ● October 1         | Northern Illinois Roundtable of Special Education Directors |
| ● October 1         | Non-Certified IEA/Administration Meeting                    |
| ● October 6         | Certified IEA/Administration Meeting                        |
| ● October 7         | SASED Program Administrators' Meeting                       |
| ● October 14        | SASED Parent Advisory Council Meeting                       |
| ● October 15        | White Can Day (VI Awareness)                                |
| ● October 21        | West Chicago Superintendents' Meeting                       |

#### 11. **CLOSED SESSION**

***Julia Beckman moved and her motion was seconded by Dr. Carol Auer to convene in closed session for the purpose of discussing matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees.***

Roll Call Vote:

Aye:

*Community High School District #99  
Keeneyville School District #20  
Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Salt Creek School District #48  
Downers Grove Grade School District #58  
Maercker District #60  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
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:  
*Elmhurst Community Unit School District #205*

VOTE: Aye: 17 Nay: 0 Absent: 1 MOTION CARRIED

***Dr. Carol Auer moved and her motion was seconded by Dr. John Correll to return to regular Session.***

**VOICE VOTE**

**MOTION CARRIED**

*(Closed session commenced at 7:45 and convened at 8:05 p.m.)*

## **12. ADJOURNMENT**

***Julia Beckman moved and her motion was seconded by Dr. John Correll to adjourn this meeting.***

**VOICE VOTE**  
***(Meeting adjourned at 8:07 p.m.)***

**MOTION CARRIED**

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Dr. Jay Tiede, Chairperson

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Dr. Ed Leman, Secretary