



BOARD BRIEFS

October 28, 2009, Meeting

Action Items:

Board accepted/approved:

The Minutes:

- γ *Minutes of:*
 - September 23, 2009, regular meeting
 - September 23, 2009, closed session

The Consent Agenda:

- γ *Personnel Recommendations:*
 - a) Resignations - 1 certified & 2 educational support personnel
 - b) Appointments - 1 certified & 3 educational support personnel
 - c) Re-employment - 2 educational support personnel
 - d) Change in Employment Status - Increase FTE of 2 certified employees
 - e) Unpaid Leave of Absence - Granted for a certified employee an unpaid leave for the 2009-10 school term
- γ *Medical Assistant Sub Pool & Rate of Pay - Established a daily rate of \$140 for a 7 hour day for an LPN and an RN daily rate of \$154*
- γ *Fiscal: September, 2009- Revenue/Expenditure Reports*
 - September, 2009 - Treasurer's Report
 - September, 2009 - Gross Payroll & Interim Checks
 - October 28, 2009 - Bills Payable
- γ *Second 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

(These policies are now considered adopted as amended, effective 10/28/09.)
- γ *First reading was held on the following policies:*
 - Family & Medical Leave - 5:185
 - Terms & Conditions of Employment & Dismissal - 5:200
 - Resignations - 5:210

(The Second Reading will be at the 12/9/09 meeting.)

γ The MB Financial Bank (new depository) Board Resolution was approved.

γ Approved the Application for Approval of Ten Year Life Safety Survey Report

The survey found 18 building modifications required to comply with life safety standards. The Administration has three years to complete these modifications since none are of an immediate hazard to the safety of students. The cost to complete the renovations is \$90,600. Funding will be provided through the Southeast Alternative tuition and/or Medicaid funding.

γ Approved the revised Procedural Manual of Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities and forwarding the Assurance Statement on behalf of SASED's 18 member districts to ISBE.

γ Approved the release of disbursements of the payment of the November bills prior to the December 9, 2009, Board meeting which will be November 25, 2009, with retroactive approval at the December 9th meeting.

□ **Introductions:**

Prior to the meeting, the IEA SASED Certified Group sponsored a reception for the Board. Newly employed educational support staff were also invited to the meeting. Seven were in attendance and introduced themselves to the Board.

□ **Presentation:**

Jennifer Volpe presented a Power Point presentation relative to RtI covering the following areas:

- Member district needs
- SASED coaching resources
- 2009-2010 objectives
- Measuring outcomes
- SASED's commitment
- Ensuring sustainability

□ **Administrative Updates:**

Sam Cannata, Assistant Director for Business, reported on activities since the September meeting as follows:

- With the conversion of Skyward (SDS) continuing, there have been two meetings with the Skyward representatives to plan for the system change and to find the potential for system improvements and efficiencies.
- Reviewed the IDEA-ARRA quarterly reporting of expenditures requirements.
- The Administration is at the preliminary stages of developing next year's program budgets with the Leadership Team meeting with each program administrator to discuss the development of "standards" for enrollment and staffing.
- With the coordination of Susan Gabel, National Lewis University Professor, and SASED, a grant has been submitted for approval. If approved, SASED would receive an indirect fee of approximately \$29,500 for each of three years of the grant.

Nan Diamond, Assistant Director for Programs and Services, reported on activities since the September meeting as follows:

- On October 6, 2009, the Consortium on Reading Excellence facilitated a meeting with SASED's Deaf and Hard of Hearing and Visually Impaired Program Coordinators. The administrators developed a timeline which will result in the adoption of a reading curriculum in the Fall of 2010.

- Pie charts of results of last year's ISAT/PSAE test results by grade levels of the Southeast Alternative School students were presented. Since the enrollment constantly changes, the Administration will focus on examining the overall grade level academic improvements.
- On November 21, 2009, at Northern Illinois University, SASED will launch its first Parent Academy for any district parents who wish to attend. The presented sample flyer will be disseminated to district coordinators.

Lynn Schroeder, Assistant Director for Human Resources, also reported on activities since the September meeting as follows:

- Has also spent time with the Skyward representatives and potential functions of this system as it relates to the Human Resources Department.
- Working with the Educational Support IEA in understanding their contract.
- An area of much discussion and follow-up has been the working conditions as outlined in the contract as it relates to lunch period and total hours paid.

□ **Executive Director:**

- **Illinois Alliance of Administrators of Special Education (IAASE):** SASED and its member districts were well represented at the Annual Fall Conference of the IAASE in Tinley Park. The two day event included workshops on innovative practices, leadership, current legal issues, RtI, Autism and many more topics of value.

- **SASED IEA (Certified)/Administration Meeting & Support Staff IEA/Administration Meeting:** The Leadership Team has met with both unions and their new Uniserv Director, Mrs. Naomi Sheppard, this past month.

For the certified group there are several minor language issues that have become apparent (i.e., a discrepancy between the order of hire language used to "break a tie" for RIF and the sequence used for the same purpose in the seniority language). These will be corrected through memoranda of agreement brought to the Board for approval.

The support staff unit has over 205 members. The Leadership Team is still making efforts to help this group understand the language of the agreement and any potential changes in their working conditions.

- **SASED Program Administrators:** The October meeting agenda focus was on the Charlotte Danielson teacher evaluation framework. The administrators were presented with the final forms for the formative and summative evaluation process and were given an opportunity to practice gathering evidence through observation and aligning the performance with the rubric. Sandy Pampuch, Multi-needs Teacher, was commended for volunteering to have one of her lessons video-taped for this exercise.

- **SASED Parent Advisory Council:** The first meeting of this school year was held on October 14th and was well attended by parents with students served in our member districts as well as those whose children attend SASED's programs. The agenda included the review of ISBE Parents' Rights document, a preview of the SASED Parent Academy classes starting in November (A flier was presented to the Board); a review of the Deaf and Hard of Hearing Action Plan; a call for volunteers for a focus group on SASED facilities; and discussion of the direction that the Council would like to take in terms of continuing its advisory role to the SASED Administration. Thanks to Sheila Keegan for her ongoing organizational efforts with this important stakeholder group.

- **Elmhurst Community Unit School District 205 Special Education Resource Group (SERG):** Dr. Volpe was invited to present an overview of SASED programs and services to District 205's special education parent group SERG. The event was attended by over 25 parents. He was given the opportunity to share information about SASED, our history, our structures and most importantly our interactions with the District.

- **Organizational Charts:** The organizational charts were presented. There was a chart for the central office staff as well as one for each program and one for all related services.

□ **Next Meeting - December 9, 2009.**

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