

DUPAGE/WEST COOK BOARD
MINUTES – February 11, 2021
LOCATION: SASED Administrative Center
2900 Ogden Avenue
Lisle, IL 60532

Dr. Jimmy Gunnell, Chairperson, called the meeting to order at 10:03 am. During roll call, the following members answered present:

AERO – Dr. Jimmy Gunnell	Districts 86 & 181 – Tammy Prentiss
CASE – Dr. Mary Furbush	District 99/Cook – Elizabeth Dejewski
LADSE – Dr. Ellie Ambuehl	District 200/DuPage – Erica Ekstrom
LASEC – Dr. Danielle Welch	District 204 – Christine Sepiol
NDSEC – Jim Nelson	
SASED – Dr. Mindy McGuffin	

The following members were absent:

PAEC – Mary Beth Boeh
District 97 – Eboney Lofton
District 200/Cook – Shalema Francois-Blue
District 201/Cook – Timothy Truesdale
District 203 – Dr. Christine Igoe

The following non-voting members were present:

District 80 – David Dore
District 81 – Susan Piltaver

The following non-voting members were absent:

District 89 – Caroline Pate-Hefty
Districts 90, 91, 98 & 100 – Maria McCarthy
District 123 – Cynthia Riha
District 180 – Kim Hanson
District 401 – Dr. Kari Smith

The following Parent members were present:

VI/Cook – Alana Rybak
DHH/DuPage – Eva Savickas

Also, present:

Maureen Kidd, Coordinator, DuPage/West Cook
David Sellers, Treasurer, DuPage/West Cook
Chris Miller, Recording Secretary

APPROVAL OF THE AGENDA

Dr. Ellie Ambuehl moved, and her motion was seconded by Jim Nelson to approve the agenda as is.

VOICE VOTE

MOTION CARRIED

APPROVAL OF THE NOVEMBER BOARD MINUTES

Jim Nelson moved, and his motion was seconded by Dr. Mary Furbush to approve and accept the November 12, 2020 meeting minutes.

VOICE VOTE

MOTION CARRIED

INTRODUCTIONS/GUESTS

Carrie Morfoot - LADSE DHH Program Coordinator
Ellyn Gehrke – SASED DHH Program Administrator
Jackie Bogan – LADSE Business Director

PUBLIC PARTICIPATION

None.

APPROVAL OF IINTERGOVERNMENTAL AGREEMENT (IGA) LEASE AMENDMENT BETWEEN DUPAGE WEST COOK REGIONAL SPECIAL EDUCATION ASSOCIATION AND THE BOARD OF EDUCATION OF SCHOOL DISTRICT 45.

The proposed amendment to the lease between DWC and School District 45 was approved by the Board. In summary, the amendment changes the number of classrooms from 7 to 6; the annual fee to be paid will be reduced by \$13,380.04; the time frame will be from July 1, 2020 to June 30, 2021; and beginning July 1, 2021, the pre-amendment terms of 7 classrooms and the original annual fee shall resume.

Dr. Ellie Ambuehl moved, and her motion was seconded by Tammy Prentiss to approve and accept the amended IGA.

ROLL CALL VOTE:

AYES: AERO
CASE
LADSE
LASEC
NDSEC
SASED
District 86/181
District 200/DuPage
District 204

NAYS: None

ABSENT: PAEC
District 97
District 99
District 200/Cook
District 201/Cook
District 203

AYES: 9

NAYS: None

MOTION CARRIED

COORDINATOR’S REPORT

Student Enrollment for Low-Incidence Programs

February 1, 2021	SASED - DHH # of Students EC – 8 th Grade	SASED - Vision # of Students EC - Transition	LADSE - DHH # of Students High School/Transition	
DWC Member Districts	57	52	37	14
Non-DWC Member Districts	0	19	5	2

Total	57	71	42	16
	SASED: 128		LADSE: 58	

SASED has 19 students in the Vision program whose resident district is a non-member district of DuPage West Cook. LADSE has 7 students in their DHH program who are not districts within DuPage West Cook.

2021-2022 Staffing Patterns Summary

SASED’s projected enrollment in the **Deaf/Hard of Hearing** program for the fall is approximately 56, which is a decrease in enrollment by 2 students. Staff is projected as follows: DHH teachers will not change, class aides will not change, 1:1 aides will decrease by 1, Interpreters will decrease by 1 and OT/PT staff will not increase.

Hinsdale South High School’s **Deaf/Hard of Hearing/Transition** projected enrollment is 57, which is a decrease in enrollment by 2 students. Staff is projected as follows: No change in the teachers, no change in classroom aides or 1:1 aides, Interpreters will decrease by 1, and OT/PT will decrease by 0.5.

SASED’s projected enrollment in the **Vision Impaired** program is 69, which is a decrease in enrollment of 9. Staff is projected as follows: There is no change in teachers, no change in classroom aides and 1:1 aides will be increased by 6.2.

Included in the tuition costs, SASED will continue to have Psychologists for each Program, and EL services are available for all Programs.

SASED Vision & DHH Program Administrators have additional responsibilities in Audiology for DWC and for Itinerants, O&M, Interpreters & related services for SASED member districts, which is approximately .2 FTE of each of these positions, which is NOT included in the program tuition costs.

FINANCIALS

Treasurer’s Report

Tammy Prentiss moved, and her motion was seconded by Dr. Ellie Ambuehl to accept the Treasurer’s Report ending December 31, 2020 with a balance of \$15,213.01.

VOICE VOTE

MOTION CARRIED

SASED/LADSE/DWC Summary of Budgets for Fiscal Agent and Operating Entities

SASED FY22 Budget Process & Assumptions

SASED’s goal is to retain quality programming, commitment to measurable student growth & ensure compliance with all students’ IEP needs/requirements. There will be a minimum student enrollment of 10 in each classroom, & no classroom will be opened with an enrollment of less than 6-8 students. However, consideration will be given to alternate enrollment/staffing patterns if:

- 1) required due to a small classroom size
- 2) required for preschool age students
- 3) required due to the range of severity of student disabilities
- 4) required due to the severity of student needs as indicated on student IEP’s
- 5) required due to other extraordinary factors

We will consolidate first for maximum instructional space, & second for the creation/maintenance of cluster sites.

Staffing decisions, curriculum & technology priorities are made & established at the leadership level, in collaboration with the program administrators. Program administrators will be required to justify the one-one assistant staffing patterns to reduce direct costs to SASED member districts.

Revenues –

SASED uses the change in the CPI as a standard in developing tuition rates. We strive to have the increase in tuition & service fee rates at or below this standard. However, wage increases negotiated in labor agreements, increases in benefit rates & enrollment fluctuations often interfere with keeping costs at or below changes in the CPI.

Evidenced Based Funding –

The hold harmless component of Evidenced Based Funding (EBF) has been included in next year’s budget. Under the EBF funding model SASED receives a hold harmless distribution of EBF based upon its previous claim for personnel reimbursement funds. The SASED Finance Committee has directed the SASED Administration to apply EBF funds to offset program costs as previously done with the personnel reimbursement.

Transportation Reimbursement –

Represents approximately 400,000, which is approximately 2% of the funding for SASED’s tuition and fee programs.

Out of District Fees –

Non-DWC districts can place students in the Visually Impaired or Deaf /Hard of Hearing programs that SASED operates. We are currently charging a \$5,000 tuition surcharge to non-member districts for students who attend these programs. These fees work toward reducing tuition costs.

Assumptions/Expenditures –

Budgeted Wages & Benefit Increases – Salaries & Wages

Certified Bargaining Unit (actual)	TBD%
Non-certified Bargaining Unit (estimated)	TBD%
Occupational & Physical Therapists	TBD%
All Other Groups	TBD%

Salaries & Wages are pending the outcomes of collective bargaining with both union groups. As budget development efforts continue, at least two scenarios will be developed, varying the levels of services that are anticipated to be required by member districts. The COVID-19 impacts will be incorporated into these projections.

When considering wage increases for the Occupational & Physical Therapists, we again must acknowledge that this group has contemplated forming a collective bargaining unit in the past. Whenever possible it has been desirable for their wage increase to be comparable to that of the bargaining unit groups consequently, we are proposing limiting their salary increase to be proportionate to the Education Association.

For all remaining employee groups, we are anticipating increases that follow the Tax Cap CPI-U and take into consideration the settlements for employees represented through collective bargaining.

Benefits – Medical & Dental Insurance Rates

Increases negotiated based upon relevant claims history data are as follows:

	<u>% Increase</u>
Medical Insurance	6.1%
Dental Insurance	0.0%

TRS/Pension –

In anticipation of an eventual change from Springfield, the administration has included the continuation of a budget line item of 1.0% of salaries for staff employed under the TRS retirement system to provide for the costs of a pension cost shift from the State to districts & cooperatives. Based on legislative work this winter and spring this amount may need to be readdressed before the final budget is developed.

Based upon surveys of comparable cooperatives, and practices at school districts in the region, SASSED Program Administrators are in a phase-in of the TRS contributions becoming 100% SASSED/Board-paid.

Occupational and Physical Therapists that work 15 years fulltime, 30 years part time, or 15 years combined full time and part time service will receive four 6% increases if notice of retirement was received by April 1, 2018 with a retirement date effective on or before June 30, 2022. If notice is provided after April 1, 2018 then the recently negotiated extension of that agreement reduces the retirement incentive to four 4% increases for each of the last four years of employment for retirement dates effective through June 30, 2025.

Budgeted Tuition Increases –

Deaf/Hard of Hearing	55 students	-9.0% increase in tuition
Visually Impaired	69 students	2.0% increase in tuition
ESY		1.0% increase in tuition

Budgeted Service Fee Increases –

1:1 Classroom Aide	1.0% increase
1:1 Interpreters	1.0% increase
1:1 Medical Assistant	1.0% increase

The increases being requested for service rates for next year follow the budgeted wage increases for each employee group. However due to pending collective bargaining, these rates are subject to change.

LADSE FY22 Budget Process & Assumptions

A review of existing staffing patterns is completed by the Program Coordinator & reviewed by the LADSE Administration. Input is received from SASSED & districts outside of DuPage/West Cook regarding the number of incoming freshmen. In addition, consultations with DHH elementary staff regarding incoming freshman assist in establishing staffing changes in order to meet student IEP needs.

The LADSE Finance Committee reviews & approves the budget assumptions to allow for the development of the budget. Budget assumptions include the initial projected tuition & fee rate increases. The LADSE Directing Board reviews & approves the Finance Committee’s recommendations. LADSE’s business office completes the development of the budgets for the tuition & fee programs, and the DWC governing Board reviews & approves the tuition & fee rates for DWC programs.

LADSE’s goal is to meet the needs of each student; seek efficiencies in program staffing patterns; maintain programs that provide positive outcomes for each student; and emphasize a process of continual cost review to find efficiencies.

Tuition Programs – Standard Classroom Enrollment

- 10 student “standard” enrollment
- Modifications to “standard” enrollment can occur for:
 - Meeting credit requirements for graduation of course/class (F,S,Jr,Sr and 12+)
 - Maintain high-quality curriculum (Common Core driven)
 - Address the goals of the Transition Plan & IEP
 - Specialized programming for specific disabilities as indicated in student IEP’s

Service Programs – (SLP, SW, OT/PT, Voc)

- Staff caseloads are carefully scrutinized to find efficiencies

Budget Assumptions/Expenditures – Compensation, Benefits, Staffing

Compensation – Certified Bargaining Unit

LADSE is in the 2nd year of a 5-year contract. A 3% salary increase was the agreed upon increase FY22. In addition, staff members will contribute 21% of the total health/dental insurance premium in each insurance level for PPO coverage.

For non-CBA employees, a 2% salary increase will be used as a placeholder until further direction from LADSE’s Directing Board.

Benefits – The budget was developed based upon an 4% projected blended rate increase for the cost of health & dental insurance. A significant decrease from FY21 due to receiving a 0% increase in January 2021.

Staffing – The budget includes 33.9 FTE, decreased by 1.5 FTE from FY21. The staffing is down in due to changes in enrollment. The student enrollment is anticipated to be slightly down at 57 (+2 / -2).

Contractual Services – Operating & Maintenance

- District 86 agreement
- Transition Center lease agreement
- PACE Van lease agreement

Classroom Supplies –

This budget line item includes instructional materials used to develop and provide student curriculum, supplies to maintain classroom space and costs associated with community activities for students. FY22 also includes \$2,500 for COVID-19 related cleaning and PPE supplies. The budget is \$9,500.

Assumptions/Revenues – State General State Aid & Transportation Reimbursement

With the new Base Funding Minimum, LADSE will be subject to less per person funding because overall FTE has increased.

Transportation reimbursement is prorated at 85%.


BUDGETED TUITION & FEE RATES – Tentative Tuition Rates

Deaf/Hard of Hearing	57 students	2.77%
ESY	17 students	0%
1:1 Signing Aide	6 students	1.98%

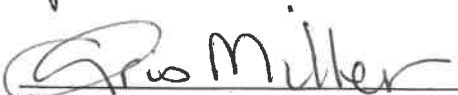
ADJOURNMENT

Jim Nelson moved, and his motion was seconded by Dr. Mindy McGuffin to adjourn the meeting.

The meeting was adjourned at 10:25 am.


Dr. James Gunnell, Board Chairperson


Dr. Ellie Ambuehl, Board Secretary


Chris Miller, Recording Secretary