

- Jenn Lattimore, President of Support Staff Association, apologized for not being at the December meeting and thanked the Board negotiating team for their work and the Board of Control for approving the contract.
- Kristine Chaplin, President of the Teacher Association offered her organization's support of agenda action items for the administrative TRS benefit, the OT/PT retirement as being fair and equal. She added she is in support of the Southeast expansion.

4. Presentations--welcome

a. Assessing Effectiveness of Coaching Support— Dr. Hildebrand shared that the School Improvement/Instructional Support team (SI/IS) is mindful of accountability to districts and is very data driven. She reminded the audience that the two departments had merged into one last year and now had a coaching/training/technical assistance/consulting team of 13 with a wide range of skills and experiences. They provide services to administration, certified and non-certified staff as well as provide onsite support for individual students (which is utilized by all districts.) All supports provided ultimately address improving outcomes for both general and special education students. Dr. Hildebrand then reviewed examples of data collected for member districts working with the teams and the effects assessed at the district, building, and student levels. PD, or any supports to our districts are being measured for impact on student outcomes. Additional focus is on developing evaluation rubrics subsequent to coaching support (i.e., measuring impact). Discussion at the meeting included how skills supported at school carryover to home and how to get teachers to work more in tandem with parents.

b. FY19 Budget Presentation—Dr. Volpe introduced the discussion by stating that the Finance Committee reviewed the budget presentation and approved taking it and the recommendations forward to both Boards. The purpose of the joint meeting is to engage in meaningful discussions and review of the assumptions and preliminary information, especially so that Governing Board members do not feel like all information they receive is “after the fact”. The PowerPoint is an overview of the highlights of the discussion focusing on the “3M” goals of 1) **Minimize Tuition and Service Rate Increases;** 2) **Maximize Classroom Enrollment;** 3) **Maintain Quality.**

SASED is seeing stable or increasing program enrollments except in DHH and is also seeing a declining use of Assistive Technology Services (mostly related to capacity building at the district level.) The target is to keep classroom enrollment to minimum of 10 students and administration is always looking at efficiencies through leases and utilization of staff. As with districts, wages/benefits are the largest component of budget and the budget projects increases as follows: 2.3% for certified staff, 3% for non-certified staff and 2.1% for OT/PT and the remainder of non-bargaining staff. It should be noted that the last 3-4 years did not have insurance increases, but this year is seeing a 7% increase in rates. As has been practice for the past few years, there is a benchmark holder for potential pension cost shift of 1%. There is no proposed change in the annual lease rates paid to districts.

There were three new items that would have an impact on the FY 19 budget that were brought forward from the Finance Committee:

- 1) OT/PT retirement benefits—Dr. Volpe shared that the OT/PT group, who is not unionized, has asked for similar retirement benefits as is offered to similar related service staff members in the teachers bargaining unit. He shared that the costs of the request would be decreased by hiring replacements for the retirees at a lower pay rate.
- 2) TRS benefit for administrators—Member districts were surveyed and most (16 of 17 responding districts) provide this benefit to building level administrators. Dr. Volpe presented the recommendation that in addition to any annual pay raise, the Board phase in the payment of the employee portion of the TRS payment over five years. This

recommendation effects the 7 of our 10 administrators who are not currently on a retirement plan and is estimated to have a minimal effect on the annual budget (.07-.24% impact on program/tuition cost each year.)

- 3) Southeast School buildout—The work at Southeast has been discussed for over a year with the Facilities and Finance committees and had been thwarted by the limited funding options available to a cooperative. Based on our recent change to a legal entity and the new payment schedules associated with the EB funding formula, SASED now has cash reserves that would allow us to safely finance the remodeling/construction at Southeast while meeting all monthly obligations. The previous estimate for this work was \$1.5 million. There is also approximately \$1.6 million of maintenance and life safety work anticipated for that building over the next 2-8 years. Based on those long term needs the Finance Committee agreed with the administration's recommendation for an assessment of \$1,000 per student enrolled in the building. The assessments funds would then be available for the ongoing maintenance and life safety work during the ten year time frame that was recommended. Further information was shared that Southeast Alternative School has had to turn away students due to lack of space this year. Therefore, while the plan is still to expand the Directions program, until that occurs, the Alternative School program could expand by 30 students if needed, thus immediately utilizing the newly created classrooms.

Preliminary service rate increases (2.5%) were presented adding that administration is always working to get them as low as possible, especially by focusing on staffing patterns. The process is to present the tuition rates for approval to the Board in February, and then send out the menu of services to districts. Based on the responses from districts, the budget and staffing patterns are then adjusted. SASED's method for paying for administrative costs is through a tiered program of Medicaid funding, allocation to programs/services and 5% of IDEA funding.

Based on discussion, the request was made to have the budget assumptions and recommendations for action will be presented one month and voted on the following month.

5. **Search Committee Update**— Dr. Volpe shared that the search committee has reviewed the initial draft of the leadership survey, which will be sent to stakeholders regarding the required skills of the next Executive Director. Dr. Volpe also presented a draft of a “month by month” timeline of events he created. The Board members agreed with the outline and the focus on getting the Executive Director named in a timely manner so that they can be involved with the search for the Director of Business.

6. **Closed Session--None**

7. **Consent Agenda**

Motion made by Member Jack Buscemi, seconded by Member Joel Price to approve the consent agenda items as presented.

- a. Approve the minutes of the December 6, 2017 open and closed session meetings, the December 6, 2017 Policy Committee meeting and the January 11, 2018 Finance Committee meeting.
- b. Personnel Recommendations
 - 1) Accept/Approve Resignations, Retirement, Appointments of Licensed Staff, Educational Support Personnel and grant staff as presented.
- c. Accept the Financial Reports
 - 1) Treasurer's Report

- 2) Revenue/Expenditure Report--November/December 2017
 - 3) Gross Payroll--November/December 2017; \$1,956,915.41/\$1,998,780.01
 - 4) Interim Payroll Liabilities--November/December 2017; \$770,616.17/\$777,213.05
 - 5) January Bill List--\$226,183.20
 - 6) Interim Checks--November/December; \$440,820.94/\$675,940.35
 - 7) Voids--December; \$125.00
- d. Adoption of No Change/Non-Substantive Change Policies
- 1) 4:80 Accounting and Audits
 - 2) 5:10 Equal Employment Opportunity and Minority Recruitment
 - 3) 5:20 Workplace Harassment Prohibited
 - 4) 6:20 District Calendar and Day
 - 5) 2:260 Uniform Grievance Procedure
 - 6) 4:150 Facility Management and Building Programs
 - 7) 5:100 Professional Development Program
 - 8) 6:340 Student Testing and Assessment Program
- e. First Reading of Policies
- 1) 4:15 Identity Protection
 - 2) 5:90 Abused and Neglected Child Reporting
 - 3) 6:50 Wellness and Nutrition
 - 4) 4:110 Transportation
 - 5) 4:170 Safety
 - 6) 5:184 Leaves, Holidays, and Vacations
 - 7) 5:220 Substitute Teachers
 - 8) 6:150 Home and Hospital Instruction
- f. Approve the destruction of the May 25, 2016 and June 22, 2016 closed session recordings.

Upon Roll Call Vote

Ayes:

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 School District #58
 Cass School District #63
 Center Cass School District #66
 Woodridge School District #68
 Community High School District #94
 Community High School District #99
 Community Consolidated School District #180
 Westmont Community Unit School District #201
 Lisle Community Unit School District #202

Nays: None

Absent: Maercker District #60
DuPage High School District #88
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Absent: 3 Motion Carried

8. Discussion Without Action

- a. Informational/Correspondence
 - 1) Program Administrator Meeting 1/9/18— Dr. Volpe shared that the program administrators are working on their PIPS and SIPS which will be presented to the Board.
 - 2) Legal Update— Dr. Volpe reviewed a legal update that was shared with the district administrators.
- b. Audit Report— Sam Cannata stated it is the practice to present the audit one month and to accept it the subsequent month. This audit was much different from previous years due to the changes to the funding process and this audit is an anomaly. Discussion included that cash flow basis has improved and that funding is available for the proposals in the budget assumptions.
- c. Executive Director Evaluation Process— The evaluation instrument will be distributed to members next week and are due to Anita by the February 28th meeting.
- d. Board Committee Updates
 - 1) Finance Committee—The committee met earlier in the month and approved the budget assumptions for full Board action.
 - 2) Policy Committee— Dr. Volpe shared the committee has completed review of all 2017 PRESS updates and will not meet again until the next edition of PRESS.
 - 3) Facilities Committee— There was no meeting.
- e. Administrative Update
 - 1) Sam Cannata reported the bid has been released for transportation and by looking at routes, it is hoped to get more vendors. Dr. Volpe added that he and Sam met with the new CEO of SEPTRAN who understands SASED and services both as a parent and as a CEO.
 - 2) Nan Diamond shared she is finishing winter benchmarking as well as working on budgets with Sam and Lynn. She added that Joan Allison has been selected to be on the National Board for CEC.
 - 3) Lynn Schroeder shared she is focused on budgeting and ESY staffing.
 - 4) Neil Perry is very involved in working with the construction team at 2900 to prepare for the Transition move to the administrative center.
- f. Executive Director Report— Dr. Volpe updated the Board that the Transition build out is moving along quickly and is still expected to be completed by March.
- g. SASED Professional Development Offerings—Spring Institute registration is similar to last year.
- h. Agenda Items for February meeting--none

9. Discussion with Action

- a. Approve Administrators' TRS benefits request
Motion made by Member Jack Buscemi, seconded by Member Bob Tarasewicz to approve the five-year plan to assume the full expense of the employee portion of the TRS payment for identified SASED Program and Service Administrators beginning in FY19.

Discussion included that some member districts do not offer this benefit and some do. Members commented that if theirs does not, they will need to respect that position in their vote. The question was also raised regarding if new administrative hires will be full TRS and

the response was they will come in as part of the rollout. Additionally, Dr. Volpe commented that there will be actual cost reductions in other line items to offset an increase in fees due to the benefit.

Upon Roll Call Vote

Ayes:

Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Cass School District #63
Center Cass School District #66
Woodridge School District #68
Community High School District #99
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: Winfield School District #34

Abstain: Community High School District #94

Absent: Maercker District #60

DuPage High School District #88

Elmhurst Community Unit School District #205

Ayes: 13 Districts Nays: 1 Abstain: 1 Absent: 3 Motion Carried

b. Approve OT/PT Retirement Benefits Request

Motion made by Member Dr. Nancy Kupka, seconded by Member April Dislers to approve the granting of the retirement enhancement programs for salary and health insurance available in the current Teachers Association Collective Bargaining Agreement and its Extension Agreement to the Occupational and Physical Therapists.

Discussion included that while members support the equal treatment for the group, some districts do not offer this benefit in their districts.

Upon Roll Call Vote

Ayes:

Keeneyville School District #20
Benjamin School District #25
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Cass School District #63
Woodridge School District #68
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: West Chicago Elementary School District #33

Winfield School District #34

Center Cass School District #66

Community Consolidated School District #180

Absent: Maercker District #60
DuPage High School District #88
Elmhurst Community Unit School District #205

Ayes: 11 Districts Nays: 4 Absent: 3 Motion Carried

c. Approve Extended School Year (ESY) Tuition and Pay Rates

Motion made by Member Dr. Matt Rich, seconded by Member April Dislers to approve the FY18 ESY tuition and pay rates as presented.

Upon Roll Call Vote

Ayes:

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 School District #58
Cass School District #63
Center Cass School District #66
Woodridge School District #68
Community High School District #94
Community High School District #99
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: none

Absent: Maercker District #60
DuPage High School District #88
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Absent: 3 Motion Carried

d. Approve use of cash balances for classroom expansion at Southeast Alternative School

Motion made by Member Tom Ruggio, seconded by Member Joel Price to approve the use of cash reserves for classroom expansion at Southeast Alternative School and to replenish reserves through a \$1,000 student assessment over ten years.

Initial discussion included the process to insure the assessment is removed after ten years and the financial responsibility should be shared as the property is owned by the cooperative and there is 100% usage by member districts. There were questions regarding the pressing reason to replenish the fund balance when SASSED has cash on hand. This led to the agreement that the Board could forgo an assessment in any given year, and should be part of the annual budget assumptions conversations. The Finance Committee was charged to meet during the month and report out to the Board of Control on the potential for the use of fund balances (not cash reserves) to pay for needed maintenance instead of the per student assessment. The Board also expects more discussion on what is an adequate/appropriate fund balance in a cooperative.

Upon Roll Call Vote

Ayes:

Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Cass School District #63
Center Cass School District #66
Woodridge School District #68
Community High School District #94
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: Community High School District #99
Community Consolidated School District #180

Abstain: Keeneyville School District #20
West Chicago Elementary School District #33

Absent: Maercker District #60
DuPage High School District #88
Elmhurst Community Unit School District #205

Ayes: 11 Districts Nays: 2 Abstain: 2 Absent: 3 Motion Carried

- e. Approve the FY19 Budget Assumptions and Calendar
Motion made by Member Jack Buscemi, seconded by Member Doug Purcell to accept the FY19 Budget Assumptions as presented by administration and approved by the Finance Committee.

Upon Roll Call Vote

Ayes:

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 School District #58
Cass School District #63
Center Cass School District #66
Woodridge School District #68
Community High School District #94
Community High School District #99
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: none

Absent: Maercker District #60
DuPage High School District #88
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Absent: 3 Motion Carried

10. Motion made by Member Doug Purcell, seconded by Member Jack Buscemi to adjourn the meeting at 8:50 p.m. *Upon voice vote, the motion passed.*



Dr. John Correll, Chairperson



Dr. Anthony Palmisano, Secretary