



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**Board of Control Meeting—Joint meeting with Governing Board
 January 26, 2022
 Southeast Alternative School--Gym
 6S331 Cornwall
 Naperville, IL 60540
MINUTES**

Dr. Matt Rich, Chairperson, called the meeting to order at 6:32 p.m. and welcomed those in attendance.

Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District #20	Terry Walloch
	Benjamin School District #25	Jack Buscemi
	West Chicago Elementary School District #33	Dr. Kristina Davis
	Winfield School District #34	Dr. Matt Rich
	School District #45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District #48	Raymond Kielminski
	Downers Grove School District #58	Emily Hanus
	Maercker District #60	Dr. Sean Nugent
	Cass School District #63	Mark Cross
	Center Cass School District #66	Dr. Andrew Wise
	Woodridge School District #68	Tom Ruggio
	Community High School District #99	Joanna Vazquez Drexler
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Leah Conover
Absent:	DuPage High School District #88	Dr. Jean Barbanente
	Community High School District #94	Lynn Casey-Maher
	Lisle Community Unit School District #202	Steven Lesniak
	Elmhurst Community Unit School District #205	Dr. Keisha Campbell

Present: 14 Districts

Absent: 4 Districts

Also in attendance:

- Dr. Melinda McGuffin, Executive Director, SASED
- Don Robinson, Treasurer and Director for Business, SASED
- Dr. Kennedy Strickland Dixon, Director for Programs & Services, SASED
- Christine Martin, Asst. Director for Programs & Services, SASED
- Anita Howard, Recording Secretary, SASED

1. Pledge of Allegiance

2. Public Hearing for E-Learning Program was opened at 6:35 p.m.

- a. E-Learning Presentation—Dr. McGuffin shared that administration worked with employees and unions in completing the e-learning plan which is a subset of the remote learning plan. It is not clear if Cooperatives are required by school code to follow the same rules as districts. SASED has been

engaged in the process because of the impact of districts who have adopted e- learning at SASSED host districts. Any closure decision will follow the same as our host districts. Independent decisions will be made for Southeast School and the Transition program.

b. E-Learning Public Comments--none

c. Adjournment—Motion made by Member Ruggio, seconded by Member Cross to adjourn the public hearing at 6:40 p.m. Upon voice vote, motion carried.

3. Audit Presentation— Matt Beran, partner with the audit firm, Lauterbach & Amen, LLP, shared this was the first year doing SASSED’s audit and it went very well. They gave an unmodified opinion. There were no internal control findings. There were three recommendations for FY22 and the firm will work with Don Robinson to implement all three, including;

- Implementing GASB Statement No. 87, regarding leases, as required for the year ending June 30, 2022
- Adopting a Fund Balance Policy
- Adopting a Capital Asset Policy

There was discussion about the fund balance and cash reserve levels, and the belief they are too high. The administration agrees and has committed to creating a multi-year plan beginning FY24 to reduce SASSED’s cash holdings and to simplify the billing process.

4. FY23 Budget Presentation— Don Robinson shared he anticipates having a different budget process next year and will have more precise information towards May of this year to finalize the FY23 budget. Impacts on the budget include the continued staffing shortages which have resulted in increased use of contracted services as well as looking at consolidating some classrooms. There was discussion regarding changing the budget calendar to have information of what programs/services districts need prior to developing a budget without that information and needing to revise. Other discussion included given SASSED’s fund balance, it would be better to have a tuition decrease as opposed to an increase. There was clarification on what comprises capital outlay and it was noted COVID emergency funds from the FCC were utilized to subsidize technology purchases.

5. FY22 Amended Budget Presentation— The FY23 budget anticipated lower expenditures than the FY22 budget. The School Code does not allow expenditures to exceed budget. An amended budget should avoid this violation. The process will require the same steps as the annual budget adoption, including a public display and a separate budget hearing. Upon obtaining further data, adjustments will be made and brought to the Board for approval.

6. Public Comment--none

7. Consent Agenda

Motion made by Member Cross, seconded by Member Conover to approve the consent agenda items as presented.

a. Approved Minutes of December 8, 2021 Board of Control meeting and November 10, 2021 finance committee meeting

b. Personnel Recommendations

1) Accepted/Approved the Resignations, Retirements, Appointments of Educational Support Staff, Licensed Staff, Registered Staff and Contracted Staff as presented.

c. Accepted the Financial Reports

1) Treasurers Report--December 2021

2) Revenue & Expenditure Reports--December 2021

3) Gross Payrolls--December 2021; \$1,679,794.72

4) Interim Payrolls--December 2021; \$625,626.61

5) Bill List--December 2021, January 2022: \$ 1,139,803.54

6) Interim Checks--December 2021; \$448,269.56

d. Accepted the Annual Financial Audit Results

e. Approved contract for sign language interpreting services

f. Conducted Second Reading/Adopted Substantive Changes/New Policies:

2:110, Qualifications, Term, and Duties of Board Officers

2:120, Board Member Development

2:150, Committees

- 2:220, School Board Meeting Procedure
- 2:260, Uniform Grievance Procedure
- 3:40, Executive Director
- 4:60, Purchases and Contracts
- 4:160, Environmental Quality of Buildings and Grounds
- 4:170, Safety
- 5:20, Workplace Harassment Prohibited
- 5:30, Hiring Process and Criteria
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90, Abused and Neglected Child Reporting
- 5:100, Staff Development Program
- 5:120, Employee Ethics; Conduct; and Conflict of Interest
- 5:125, Personal Technology and Social Media; Usage and Conduct
- 5:150, Personnel Records
- 5:184, Leaves, Holidays, and Vacations
- 5:185, Family and Medical Leave
- 5:260, Student Teachers
- 6:50, School Wellness
- 6:60, Curriculum Content
- 6:120, Education of Children with Disabilities
- 6:180, Extended Instructional Programs
- 6:340, Student Testing and Assessment Program
- 7:70, Attendance and Truancy
- 7:80, Release Time for Religious Instruction/ Observance
- 7:160, Student Appearance
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190, Student Behavior
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:250, Student Support Services
- 7:260, Exemption from Physical Education
- 7:290, Suicide and Depression Awareness and Prevention
- 7:340, Student Records
- 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (NEW)
- 7:315, Restrictions on Publications; High Schools (NEW)
- g. Approved Early Choices contractor agreement with Natasha Croff
- h. Approved SOPPAS for:
 - 1) Fool Proof Foundation/Belleville Township High School District 201
 - 2) Little Bee Speech/Northwest Suburban Special Education Organization
 - 3) Wallwisher (d.b.a. Padlet)/Grayslake CHSD 127
 - 4) Assistive Ware BV/Naperville Community Unit School District 203
 - 5) Quizziz, Inc./Geneva CUSD 304
 - 6) University of Oregon/SASED

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
 - Maercker District #60
 - 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

Nays: None

Absent: DuPage High School District #88
Community High School District #94
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

Ayes: 4 Districts Nays: 0 Districts Absent: 4 Districts

8. Discussion Without Action

a. Informational/Correspondence

1) Executive Director Evaluation Process—The evaluation instrument will be sent to the Board members who are to return their response to Chairperson Matt Rich by February 18th. Dr. McGuffin will send her goal attainment update by February 10th.

b. Enrollment Update—Enrollment had a slight decrease, and it is anticipated that numbers will increase in the spring. Administration has received inquiries from outside the cooperative, but spaces are being kept for member districts. Dr. Strickland Dixon has worked with district administrators to streamline the referral process and will be sharing enrollment data directly with districts. As for member districts, it has been a challenging year due to staffing challenges, especially for nurses.

c. Board Committee Updates—The policy updates are completed from the November PRESS update. The finance committee met in January and reviewed tuition billing practices, the FY23 budget and the need to amend the FY22 budget given changes in staffing costs due to COVID and contract settlement. The policy committee will set upcoming dates given the change in board meeting start time to 5:30 p.m.

9. Discussion with Action

a. Approve 2022 Extended School Year Tuition and Pay Rates

I move to approve the SASED/DWC ESY/Credit Recovery Program tuition and pay rates as presented. This motion, made by Board Member Buscemi and seconded by Board Member Vazquez Drexler, Passed.

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
Maercker District #60
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

Nays: None

Absent: DuPage High School District #88
Community High School District #94
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

Ayes: 4 Districts Nays: 0 Districts Absent: 4 Districts

b. Adopt E-Learning resolution

I move to adopt the SASED E-Learning resolution as presented. This motion, made by Board Member Cross and seconded by Board Member Palmisano, Passed.

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
Maercker District #60
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

Nays: None

Absent: DuPage High School District #88
Community High School District #94
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

Ayes: 4 Districts Nays: 0 Districts Absent: 4 Districts

c. Adopt Cooperative Operations during COVID-19 Pandemic resolution

I move to adopt the Cooperative Operations during COVID-19 Pandemic resolution as presented through August 2022. This motion, made by Board Member Vazquez Drexler and seconded by Board Member Ruggio, Passed.

Discussion included if the resolution should be approved again in June and the decision was to go through August 2022.

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
Maercker District #60
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

Nays: None

Absent: DuPage High School District #88
Community High School District #94
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

Ayes: 4 Districts Nays: 0 Districts Absent: 4 Districts

d. Approve agreement with IASB for policy services in the amount of \$7,500
I move to approve the agreement with IASB for policy services in the amount of \$7,500 as presented. This motion, made by Board Member Wise and seconded by Board Member Vazquez Drexler, Passed.

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
Maercker District #60
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

Nays: None

Absent: DuPage High School District #88
Community High School District #94
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

Ayes: 4 Districts Nays: 0 Districts Absent: 4 Districts

e. Approve contract addendum with BluePrint Partners SEL for support at Southeast Alternative

School

I move to approve the contract addendum with BluePrint Partners SEL in the amount of \$5,000. This motion, made by Board Member Ruggio and seconded by Board Member Conover, Passed.

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
Maercker District #60
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

Nays: None

Absent: DuPage High School District #88
Community High School District #94
Lisle Community Unit School District #202
Elmhurst Community Unit School District #205

Ayes: 4 Districts Nays: 0 Districts Absent: 4 Districts

10. Adjournment—*Motion made by Member Conover, seconded by Member Walloch to adjourn the meeting at 7:32 p.m. Upon voice vote, motion carried.*



Chairperson



Secretary