



Board of Control/Governing Board Joint Meeting

January 27, 2021

SASED Administrative Center--Virtual Meeting: <http://bit.ly/3sMRgQv>

2900 Ogden

Lisle, Illinois 60532

MINUTES

Dr. Matt Rich, Chairperson, called the meeting to order at 6:35 p.m. and welcomed those in attendance. The meeting was called to order as a virtual meeting pursuant to the Governor’s Executive Order 2021-01 due to COVID-19. Dr. Melinda McGuffin was at the SASED Administrative Center.

Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District #20	April Dislers
	Benjamin School District #25	Jack Buscemi
	West Chicago Elementary School District #33	Kristina Davis
	Winfield School District #34	Dr. Matt Rich
	School District #45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District #48	Raymond Kielminski (arrived 7:01 p.m.)
	Downers Grove School District #58	Greg Harris
	Maercker District #60	Dr. Sean Nugent (left 9:04 p.m.)
	Cass School District #63	Mark Cross
	Center Cass School District #66	Dr. Andrew Wise
	Woodridge School District #68	Tom Ruggio
	DuPage High School District #88	Dr. Jean Barbanente (arrived 8:47 p.m.)
	Community High School District #94	Lynn Casey-Maher (arrived 7:05 p.m.)
	Community High School District #99	Joanna Vazquez Drexler
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Joel Price
	Lisle Community Unit School District #202	Randee Sims

Absent: Elmhurst Community Unit School District #205 Dr. David Moyer

Present: 17 Districts **Absent:** 1 District

Also in attendance:

- Dr. Melinda McGuffin, Executive Director, SASED
- David Sellers, Interim Treasurer and Director for Business, SASED
- Maureen Kidd, Director for Programs & Services, SASED
- Christine Martin, Asst. Director for Programs & Services, SASED
- Beth Concannon, Interim Director for the Human Resource Department, SASED
- Anita Howard, Recording Secretary, SASED

1. Pledge of Allegiance

2. **Recognition**—In recognition of National School Boards Month, Dr. McGuffin opened the meeting by thanking Board of Control and Governing Board members for their service and dedication to SASED students, families and staff.

3. **Public Comment**--Darlene Kouba President of Support Staff Association shared information about the composition and skills of the Association's approximately 103 members. She added that all paraprofessionals are CPI certified, well educated, skilled, and compassionate about their jobs.

4. **FY21 Budget Presentation**—**FY21 Budget Presentation**—Mr. Sellers, Interim Business Manager thanked the Finance Committee members for their feedback in preparing the presentation. He shared that CPI is 2.3% (2019) and the impact on tuition rates and fees is contingent on the finalization of negotiations. Additionally, in reviewing staffing patterns, there is an overall student enrollment decrease of 9%. Several costs are built into tuition rates such as a portion of administrative costs, OT/PT services, transportation, etc. The failure of the state tax referendum question in November, 2020 has created an uncertainty over EBF for SASED. Mr. Sellers shared the program administrators have their accounts and data to start the development of the budget. Additional budget points included:

- a. out of district fees are remaining the same at \$5,000;
- b. health insurance rates increased 6.1%;
- c. HVAC inspections at Southeast have determined replacement is deferrable and there will be life safety projects that are partially funded through a construction grant;
- d. tuition/fee analysis found that total costs were not covered by tuition billing but covered through EBF and Medicaid;
- e. recommendation is a 2% increase across all programs except DHH and Project Search (based on enrollment). All rates are tentative pending the outcome of collective bargaining and EBF;
- f. in reviewing data, SASED is at 17.9% of fund balance which is low compared to other cooperatives;
- g. the budget process was reviewed including total breakdown of staff categories and CPI history.

Discussion included the significant decrease in federal revenue and if that was the IDEA money which Mr. Sellers stated it was not. He will determine the source and send a memo with the information. He also informed the Board he will be providing a monthly budget process statement as part of the board packet.

5. Closed Session

I move to recess to closed session for the purpose of discussing:

- a. the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
- b. collective negotiating matters between the public body and its employees or its representatives, or deliberations concerning salary schedules for one or more classes of employees.

This motion, made by Board Member Mark Cross and seconded by Board Member Randee Simms at 7:13 p.m., Passed.

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 #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: DuPage High School District #88
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

6. **Return to Open Session at 8:57 p.m.--Roll Call--**<http://bit.ly/2MdiU8o>

Present:

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
DuPage High School District #88
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

Absent: Elmhurst Community Unit School District #205

7. **Additions to the Agenda--none**

8. **Consent Agenda**

I move to approve the consent agenda items as presented. This motion, made by Board Member Greg Harris and seconded by Board Member Jack Buscemi, Passed.

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

DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

- a. Approval of December 9, 2020 Open and Closed Session meeting minutes; December 9, 2020 Policy Committee meeting minutes; December 1, 2020, January 7, 2021 and January 19, 2021 Finance Committee meeting minutes
- b. Personnel Recommendations
 - 1) Accept/Approve the Resignations of Licensed and Educational Support Personnel; the Appointments of Registered Staff and the Change of Employment Status for Educational Support Personnel as presented.
- c. Accept the Financial Reports
 - 1) Treasurers Report--December 2020
 - 2) Revenue & Expenditure Reports--December 2020
 - 3) Gross Payrolls--December 2020; \$1,713,328.95
 - 4) Interim Payrolls--December 2020; \$715,748.68
 - 5) Bill List--January 2021; \$1,912,384.42
 - 6) Interim Checks--December 2020; \$686,659.53
- d. Conduct first reading of the following policies:
 - 1) 3:40 Executive Director
 - 2) 4:10 Fiscal and Business Management
 - 3) 4:55 Use of Credit and Procurement Cards
 - 4) 4:80 Accounting and Audits
 - 5) 4:90 Student Activity and Fiduciary Funds
 - 6) 4:150 Facility Management and Building Programs
 - 7) 4:175 Convicted Child Sex Offender; Screening; Notifications
 - 8) 5:30 Hiring Process and Criteria
 - 9) 5:190 Teacher Qualifications
 - 10) 5:270 Employment At-Will, Compensation, and Assignment
 - 11) 6:20 SASSED Calendar and Day
 - 12) 6:40 Programs and Curriculum Development
 - 13) 6:280 Grading and Promotion
 - 14) 6:340 Student Testing and Assessment Program
 - 15) 7:100 Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students
 - 16) 7:140 Search and Seizure
 - 17) 7:300 Extracurricular Athletics
 - 18) 7:325 Student Fundraising Activities
- e. Conduct second reading/adoption of the following policies:
 - 1) 2:260 Uniform Grievance Procedure
 - 2) 2:265 Title IX Sexual Harassment Grievance Procedure
 - 3) 5:10 Equal Employment Opportunity and Minority Recruitment
 - 4) 5:20 Workplace Harassment Prohibited
 - 5) 5:100 Professional Development Program
 - 6) 5:200 Terms and Conditions of Employment and Dismissal

- 7) 5:220 Substitute Teachers
- 8) 5:330 Sick Days, Vacation, Holidays, and Leaves
- 9) 7:10 Equal Educational Opportunities
- 10) 7:20 Harassment of Students Prohibited
- 11) 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 12) 7:185 Teen Dating Violence Prohibited
- f. Approve destruction of August 21, 2019 Closed Session Audio Recording
- g. Adopt resolution for change of signatory to Dr. Melinda McGuffin on CIT Certificate of Deposit account.

9. Discussion Without Action

- a. Presentation: Program Spotlight SIIS Team— Michele Capio, School Improvement Instructional Support Team/Assistive Technology highlighted the work of ten coaches who work at the student, classroom and district levels to make a positive impact on student learning. The team has developed an assistive technology manual outlining process and procedures to assist with evaluations and consultations. Ms. Capio shared the exciting project called RENEW (Rehabilitation, Empowerment, Natural Supports, Education, and Work) which is a wraparound process for older, transition-aged students who are being considered for alternative placement or are at-risk dropping out.
- b. Organizational Chart Revisions—Dr. McGuffin reviewed the proposed organizational chart and highlighted changes including moving payroll under business; hiring a human resources administrative assistant; changing administrative assistant under assistant director to full time (to parallel director position being full time; filling the administrative center maintenance position; keeping technology under the executive director for one year; changing the technician level 2 title/job description to parallel added duties.
- c. Medicaid Fee for Service Discussion—Dr. McGuffin shared Embrace DS presented to the leadership team and district administrators. She has talked with 14 of the 18 District Administrators. There are two districts who don't currently use Embrace. SASED would be able to collect Medicaid in same manner and SASED is anticipating a \$90,000 savings in administrative costs. Administration plans to bring the contract to the Board for approval in February.
- d. Informational/Correspondence
 - o FOIA Request--ProPublica/Chicago Tribune regarding agreements with any law enforcement agency. SASED had no responsive records and notified the requesting organizations.
 - o Executive Director Evaluation—Anita will send the evaluation instrument and the members are requested to return it for discussion in February.
 - o Enrollment Update—Dr. McGuffin reviewed the monthly enrollment data which has three less students than last month.
- e. Board Committee Updates—Dr. McGuffin shared there was no policy committee meeting and there were three finance committee meetings. The minutes were approved for these meetings. A board team is need for the Teachers' Association upcoming negotiations: Ray Kielminski, Dr. Matt Rich and Jack Buscemi volunteered. The lease discussion group is meeting February 8th for final review of the lease template.

10. Discussion with Action

- a. Accept agreement for E-Rate Consulting Services with Zeller and Associates, LLC
I move to accept the agreement for E-Rate Consulting Services with Zeller and Associates, LLC in the amount of 5% of the actual E-rate amount received as outlined in the agreement. ***This motion, made by Board Member Randee Simms and seconded by Board Member Ray Kielminski, Passed.***

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
DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

b. Approve engagement of an independent auditor to correct prior years' Annual Financial Reports

I move to approve the engagement of an independent auditor to correct prior years' Annual Financial Reports in an amount to not exceed \$,5000. *This motion, made by Board Member Tom Ruggio and seconded by Board Member Joel Price, Passed.*

Discussion: Mr. Sellers state this is to reverse debits to credits and the impact on the general ledger is overstatement of \$3,609,108. This ledger practice has been in place for many years. The adjustment is equal amounts and does not affect fund balances.

Ayes:

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Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

c. Approve 2021 Spring Institute Speaker Contracts as presented for the following: Janet Baird, \$5,000; Mandy Froehlich, \$2,500; Susan Stokes, \$2,300; and, Adam Welcome, \$6,000.

I move to approve the 2021 Spring Institute Speaker Contracts as presented for the following: Janet Baird, \$5,000; Mandy Froehlich, \$2,500; Susan Stokes, \$2,300; and, Adam Welcome, \$6,000. This motion, made by Board Member Mark Cross and seconded by Board Member Ray Kielminski, Passed.

Ayes:

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Benjamin School District #25
West Chicago Elementary School District #33
Winfield School District #34
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Downers Grove School District #58
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Woodridge School District #68
DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

d. Approve the Intergovernmental Agreements between SASSED and Consolidated HSD 218

I move to Approve the Intergovernmental Agreements between SASSED and Consolidated HSD 218 as presented. This motion, made by Board Member Ray Kielminski and seconded by Board Member Lynn Casey Maher, Passed.

Ayes:

Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
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Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

e. Approve supplemental staffing agreement with Aya Healthcare, Inc. for school psychologist services

I move to approve the supplemental staffing agreement with Aya Healthcare, Inc. for school psychologist services in the amount of \$95.00 per hour as presented. This motion, made by Board Member Joel Price and seconded by Board Member Joanna Vazquez Drexler, Passed.

Ayes:

Keeneyville School District #20
Benjamin School District #25
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Woodridge School District #68
DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

f. Approve 2021 Extended School Year Tuition and Pay Rates

I move to Approve 2021 Extended School Year Tuition and Pay Rates as presented. This motion, made by Board Member Jack Buscemi and seconded by Board Member Tom Ruggio, Passed.

Ayes:

Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
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Downers Grove School District #58

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DuPage High School District #88
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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

g. Approve salary adjustment for Technology Services Specialist Level 2
I move to approve the salary adjustment for Technology Services Specialist Level 2 as presented. This motion, made by Board Member Tom Ruggio and seconded by Board Member Andrew Wise, Passed.

Discussion: HR Interim Beth Concannon will finalize the updated job description.

Ayes:

Keeneyville School District #20
Benjamin School District #25
West Chicago Elementary School District #33
Winfield School District #34
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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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

h. Approve Early Choices Grant agreement with Claudia Fabian
I move to approve the contract for services between SASED (Early Choices) and Claudia Fabian in the amount of \$2,000 as presented. This motion, made by Board Member Randee Simms and seconded by Board Member Andrew Wise, Passed.

Ayes:

Keeneyville School District #20
Benjamin School District #25
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Woodridge School District #68
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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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts

11. Adjournment

I move to adjourn the meeting at 9:37 p.m. *This motion, made by Board Member Ray Kielminski and seconded by Board Member Randee Sims, Passed.*

Ayes:

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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
Elmhurst Community Unit School District #205

Ayes: 16 Districts Nays: 0 Districts Absent: 2 Districts



Chairperson



Secretary