



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**Board of Control Meeting**

**December 9, 2020**

**SASED Administrative Center--Virtual Meeting: <https://bit.ly/2Hv8iQ0>**

**2900 Ogden**

**Lisle, Illinois 60532**

**MINUTES**

Dr. Matt Rich, Chairperson, called the meeting to order at 6:31 p.m. and welcomed those in attendance. The meeting was called to order as a virtual meeting in pursuant to the Governor’s Executive Order 2020-71 due to COVID-19. Dr. Melinda McGuffin was at the administrative center.

Roll call was taken with the following responding:

<b>Present:</b>	<b>District</b>	<b>Representative</b>
	Benjamin School District #25	Jack Buscemi
	West Chicago Elementary School District #33	Kristina Davis
	Winfield School District #34	Dr. Matt Rich
	Downers Grove School District #58	Greg Harris
	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
	DuPage High School District #88	Dr. Jean Barbanente
	Community High School District #94	Lynn Casey-Maher
	Community High School District #99	Joanna Vazquez Drexler (left at 8:10 p.m.)
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Joel Price
	Lisle Community Unit School District #202	Randee Sims
<b>Absent:</b>	Keeneyville School District #20	April Dislers
	School District #45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District #48	Raymond Kielminski
	Elmhurst Community Unit School District #205	Dr. David Moyer

**Present: 14 Districts**

**Absent: 4 Districts**

Also in attendance:

Dr. Melinda McGuffin, Executive Director, SASED  
David Sellers, Interim Director for Business, SASED  
Maureen Kidd, Director for Programs & Services, SASED  
Lynn Schroeder, Director for Human Resources, SASED  
Dr. Beth Concannon, Interim Director for the Human Resources, SASED  
Christine Martin, Asst. Director for Programs & Services, SASED  
Anita Howard, Recording Secretary, SASED

*Chairperson Dr. Matt Rich moved to appoint Dr. Andrew Wise as secretary protem with no other nominations. Randee Sims seconded. Passed upon the following Roll Call Vote:*

*Ayes:*

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Elmhurst Community Unit School District #205

**Ayes: 14 Districts      Nays: 0 Districts      Absent: 4 Districts**

**1. Pledge of Allegiance**

**2. Recognition**—Dr. Rich thanked Lynn Schroeder for her service to SASSED and for always being focused on what is best for kids. Members commented it has been a delight to work with her and her heartwarming values. They congratulated her and conveyed appreciation for all she has done in these phenomenal 12 years.

**3. Closed Session**

For the purposes of discussing a. 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 and b. 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 at 6:43 p.m. This motion, made by Board Member Randee Sims and seconded by Board Member Jack Buscemi, Passed.

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Elmhurst Community Unit School District #205

**Ayes: 14 Districts      Nays: 0 Districts      Absent: 4 Districts**

4. Return to Open Session at 8:15 p.m. Roll Call--<https://bit.ly/3oqHr7S>

Present:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Elmhurst Community Unit School District #205

**Present: 14 Districts      Absent: 4 Districts**

5. Additions to the Agenda--none

6. **Public Comment**--Dr. Rich read a submitted statement from Mr. David Cleland regarding his mother, Gina Cleland.

7. **Consent Agenda**

*I move to approve the consent agenda items as presented. This motion, made by Board Member Dr. Greg Harris and seconded by Board Member Tom Ruggio, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

- a. Approve minutes from October 28, 2020 Open and Closed Sessions and the October 28, 2020 Policy Committee meeting
  - b. Personnel Recommendations
    - 1) Accept/Approve the Retirement Administrative staff; the Appointments of Administrative and Licensed staff; and Change of Employment Status for Educational Support Personnel as presented.
  - c. Accept the Financial Reports
    - 1) Treasurers Report--October/November 2020
    - 2) Revenue & Expenditure Reports--October/November 2020
    - 3) Gross Payrolls--October/November 2020
    - 4) Interim Payrolls--October/November 2020
    - 5) Bill List--November/December 2020
    - 6) Interim Checks--October/November 2020
  - d. Adopt Resolution for appointment of IMRF Authorized Agent
  - e. Conduct first reading 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 the release of disbursement prior to the January Board meeting
  - g. Approve agreement with Bridget Brown for Early Choices grant
  - h. Conduct Sem-Annual Review of closed session minutes and maintain as confidential
- 8. Discussion Without Action**
- a. Informational/Correspondence
    - 1) 2020-2021 Organizational Chart—Dr. McGuffin shared the updated organizational chart. Discussion included the Finance Committee discussion of if payroll should be in the business department as opposed to the HR department and reorganization of the technology department. The recommendation was for the administration to re-align the organizational chart as a whole and present recommendations to the Board.
    - 2) Enrollment Update—Dr. McGuffin reviewed the enrollment data and compared it to last year. Current enrollment is down approximately 10% which prompts budget questions concerning staffing, tuition costs and how many students have permanently left SASSED programs or may return which also impacts staffing and tuition costs. There was consensus that data is critical in this year's budget process.
  - b. Board Committee Updates—Dr. McGuffin shared the policy committee met before the Board meeting and will meet in February. She added that members are needed for the teacher association negotiations team and the lease discussion group will have one more meeting before presenting the lease template to the finance committee for review. Another discussion is processing Medicaid revenue given two retirements in June 2021. Administration is looking at Brecht Database Solutions for direct service billing. This would streamline work for staff with reports, etc. Administration is

discussing the option further with district administrators focusing on the impact on each district and will present comparative district data to the Board.

c. Executive Director Report—Dr. McGuffin introduced Mr. David Sellers, Interim Business Manager/CSBO and Dr. Beth Concannon, Interim HR Director who both shared their professional experiences. Dr. McGuffin also thanked Maureen Kidd and the parents who attended the parent advisory committee meeting. They reviewed a parent survey regarding SASSED services.

**9. Discussion with Action**

a. Approve agreement with Pediatric Therapy Services, LLC, dba The Stepping Stones Group for OT services

*I move to approve the agreement with Pediatric Therapy Services, LLC, dba The Stepping Stones Group for OT services as presented. This motion, made by Board Member Mark Cross and seconded by Board Member Dr. Sean Nugent, Passed upon the following Roll Call Vote:*

Ayes:

- Benjamin School District #25
- West Chicago Elementary School District #33
- Winfield School District #34
- 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 Consolidated School District #180
- Westmont Community Unit School District #201
- Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

b. Approve agreement with Sign Language Interpreters, Inc for in-person interpreter services

*I move to approve the agreement with Sign Language Interpreters, Inc for in-person interpreter services as presented. This motion, made by Board Member Dr. Sean Nugent and seconded by Board Member Lynn Casey Maher, Passed upon the following Roll Call Vote:*

**Upon Roll Call Vote:**

Ayes:

- Benjamin School District #25
- West Chicago Elementary School District #33
- Winfield School District #34
- 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 Consolidated School District #180

Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

c. Approve the Intergovernmental Agreements between SASSED and Consolidated HSD 230, Huntley SD 158, Mokena SD 159, and Orland Park SD 135 as presented.

*I move to approve the Intergovernmental Agreements between SASSED and Consolidated HSD 230, Huntley SD 158, Mokena SD 159, and Orland Park SD 135 as presented. This motion, made by Board Member Tom Ruggio and seconded by Board Member Dr. Sean Nugent, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

d. Early termination of Transportation Service Contract with Sunrise Southwest, LLC., dated 7/1/18 through 6/30/21 (Suburban Vans only)

*I move to terminate the Transportation Service Contract with Sunrise Southwest, LLC., dated 7/1/18 through 6/30/21, for the Suburban Vans only, pursuant to Art. IV, Section S of the Contract. This motion, made by Board Member Joel Price and seconded by Board Member Lynn Casey Maher, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

e. Approve Edupoint Software License Agreement in the amount of \$137,390  
*I move to approve the Approve Edupoint Software License Agreement in the amount of \$137,390 as presented. This motion, made by Board Member Jack Buscemi and seconded by Board Member Randee Sims, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

f. Approve Memorandum of Agreement with the SASSED Support Staff Association  
*I move to approve the Memorandum of Agreement with the SASSED Support Staff Association regarding Suburban van transportation as agreed to by the Association. This motion, made by Board Member Mark Cross and seconded by Board Member Dr. Greg Harris, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33

Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

g. Approve 2021 ESY Lease Agreement with Salt Creek District 48  
*I move to approve the 2021 ESY Lease Agreement with Salt Creek District 48 as approved by its Board of Education on November 18, 2020. This motion, made by Board Member Tom Ruggio and seconded by Board Member Lynn Casey Maher, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

h. Approve agreement with Watson Works on behalf of Early Choices  
*I move to approve the agreement with Watson Works on behalf of Early Choices as presented in the amount of \$8,000. This motion, made by Board Member Jack Buscemi and seconded by Board Member Lynn Casey Maher, Passed upon the following Roll Call Vote:*



Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

i. Approval for Administration Center Receptionist

*I move to approve the addition of a 1.0 FTE 12-month receptionist position for the Administrative Center. This motion, made by Board Member Dr. Sean Nugent and seconded by Board Member Randee Sims, Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

j. Approve termination of employment for educational support staff member

*I move to table the agenda item. This motion, made by Board Member Dr. Greg Harris and seconded by Board Member Dr. Sean Nugent, Passed.*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**

10. **Adjournment**—*Motion made by Member Jack Buscemi, seconded by Member Dr. Sean Nugent to adjourn the meeting at 9:14 p.m. Passed upon the following Roll Call Vote:*

Ayes:

Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
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 Consolidated School District #180  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: Keeneyville School District #20  
School District #45, DuPage County  
Salt Creek School District #48  
Community High School District #99  
Elmhurst Community Unit School District #205

**Ayes: 13 Districts      Nays: 0 Districts      Absent: 5 Districts**



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Chairperson



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Secretary