



Board of Control Meeting
February 28, 2018
SASED Administrative Center 2900 Ogden Lisle, IL
6:30 PM
MINUTES

Dr. John Correll, Chairperson, called the meeting to order at 6:30 p.m. and welcomed those in attendance.

Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District #20	April Dislers
	Benjamin School District #25	Jack Buscemi
	Winfield School District #34	Dr. Matt Rich
	School District #45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District #48	Dr. John Correll
	Downers Grove School District #58	Doug Purcell
	Woodridge School District #68	Tom Ruggio
	DuPage High School District #88	Dr. Scott Helton
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Joel Price
	Lisle Community Unit School District #202	Bob Tarasewicz
Absent:	West Chicago Elementary School District #33	Karina Villa
	Maercker District #60	Sean Nugent
	Cass School District #63	Dr. Kerry Foderaro
	Center Cass School District #66	Dr. Tim Arnold
	Community High School District #94	Susan Gillespie
	Community High School District #99	Dr. Nancy Kupka
	Elmhurst Community Unit School District #205	Dr. David Moyer
Present:	11 Districts	Absent: 7 Districts

Also in attendance:

Dr. Michael Volpe, Executive Director, SASED
 Sam Cannata, Treasurer and Director for Business, SASED
 Nan Diamond, Director for Programs & Services, SASED
 Neil Perry, Director of Technology, SASED
 Lynn Schroeder, Director for the Human Resource Department, SASED
 Anita Howard, Recording Secretary, SASED

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comments**—None and Dr. Volpe shared that Nan Diamond, Director of Programs and Services, was the recipient of the IAASE’s David Berto Award for lifetime achievement and distinguished career in special education administration. Nan first won her region’s leadership

award, then was selected as the statewide winner from the 7 regional award recipients. He and the Board congratulated Nan for such outstanding achievements.

4. Consent Agenda

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

- a. Approve the minutes of the January 24, 2018 open session meeting, the January 24, 2018 Policy Committee meeting and the February 7, 2018 Finance Committee meeting.
- b. Personnel Recommendations
 - 1) Accept/Approve Resignations, Retirements, Appointments and Change of Employment Status of Licensed Staff, Registered Staff and Educational Support Personnel as presented.
 - 2) Adopt Resolution for Honorable Reduction in Force of Licensed ISTAC/MTSS Grant Staff
 - 3) Adopt Resolution for Honorable Dismissal of ISTAC/MTSS Grant Educational Support Personnel
- c. Accept the Financial Reports
 - 1) Treasurer's Report--January 2018
 - 2) Revenue/Expenditure Report--January 2018
 - 3) Gross Payroll--January 2018
 - 4) Interim Payroll Liabilities--January 2018
 - 5) February Bill List
 - 6) Interim Checks--January 2018
 - 7) Voids--January 2018
- d. Adopt No Change/Non-Substantive Change Policies
 - 1) No Change
 - a) 4:70 Resource Conservation
 - b) 6:290 Homework
 - c) 6:80 Teaching About Controversial Issues
 - d) 7:150 Agency and Police Interviews
 - e) 7:160 Student Appearance
 - f) 7:190 Student Discipline
 - 2) Non-Substantive Change
 - a) 2:100 Board Member Conflict of Interest
 - b) 2:260 Uniform Grievance Procedure
 - c) 5:300 Educational Support Personnel
 - d) 5:92 Maintaining Student Discipline
 - e) 6:70 Teaching About Religions
 - f) 7:10 Equal Educational Opportunities
 - g) 7:250 Student Support Services
 - h) 7:80 Release time for Religious Instruction/Observance
 - i) 8:70 Accommodating Individuals with Disabilities
- e. Conduct First Reading of Substantive Change Policies

- 1) 4:15 Identity Protection
 - 2) 5:120 Employee Ethics; Conduct; and Conflict of Interest
 - 3) 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
 - 4) 7:15 Student and Family Privacy Rights
 - 5) 7:180 Prevention of, and Response to Bullying, Intimidation, and Harassment
 - 6) 7:20 Harassment of Students Prohibited
 - 7) 7:275 Orders to Forgo Life-Sustaining Treatment
 - 8) 7:70 Attendance and Truancy
- f. Conduct Second Reading of Policies/Adoption
- 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
- g. Accept Audit Report
- h. Approve the destruction of the August 24, 2016 closed session recording.

Upon roll call vote:

Ayes:

Keeneyville School District #20
 Benjamin School District #25
 Winfield School District #34
 School District #45, DuPage County
 Salt Creek School District #48
 Downers Grove School District #58
 Woodridge School District #68
 DuPage High School District #88
 Community Consolidated School District #180
 Westmont Community Unit School District #201
 Lisle Community Unit School District #202

Nays: none

Absent:

West Chicago Elementary School District #33
 Maercker District #60
 Cass School District #63
 Center Cass School District #66
 Community High School District #94
 Community High School District #99
 Elmhurst Community Unit School District #205

Ayes: 11 Districts Nays: none Absent: 7 Districts Motion Carried

5. Discussion Without Action

- a. Presentations

- 1) Updating SASED's Mission, Vision and Value Statements—Dr. Volpe shared that using a compression planning process over eight sessions, he and a team of six administrators worked on SASED's organization messages. It was agreed that the motto: "***Teaching, Leading, Believing***" continues to convey a clear and concise message about and to the organization. The team also established a new Mission Statement: "***To maximize student outcomes.***" SASED didn't have a Vision Statement and after establishing the criteria, the following was developed: "***To be the innovative leader in inspiring, creating and implementing best practices in education for all.***" The team created 12 Value Statements which were aligned under the three headings of the Motto. The work will be reviewed with SASED Steering Committee to develop the timeframe for the roll out to all staff.

- 2) Midyear Update of PIP/SIP Initiatives, presented by Nan Diamond and Christine Martin. PIPS (Program /Service Improvement Plans) are always works in progress with the major priority being to use the process and data collected to maximize student outcomes. This is the fourth year of PIPs with the purpose of improving the quality of teaching by using data and developing curriculum maps and aligning materials/resources to maps. While developing the scope/sequence and assessments has been especially challenging, committees have developed universal benchmarks and lesson plans utilizing Danielson domain 3 for the instructional component. The next steps are defining meaningful independent work and making sure staff have the ability to use data, progress monitoring and problem solving. Currently 30% of the teacher evaluation is based on Student Learning Objectives. While data drives much of the process, it is important that staff have conversations about why they think the students are performing as they are, utilize the problem analysis process, as well as goal attainment scaling (also used in ESY data.) Every month program leadership teams meet to assess their progress on PIPs. The final round of benchmark assessments will be completed by May so the final analysis of the year's work towards the goals will be completed before the end of the school year.

Additional related activities include the program administrators doing a book study, Learning By Doing and working on lesson plan problem solving. The Steering Committee is focused on Tools for Accountability/Performance Evaluation and everyone is looking at ESSA and anticipating data needs. Dr. Volpe added that Christine and Nan have dramatically elevated the work and conversations in these areas.

b. Informational/Correspondence

- 1) Program Administrator Meeting 2/6/18
- 2) District Administrator Meeting 2/2/18--Legal Update-Terri Engler provided the annual legal update to district administrators as well as other members of districts' teams.
- 3) DWC Meeting 2/15/18

c. Board Committee Updates

- 1) Policy Committee—No meeting
- 2) Facilities Committee—No meeting
- 3) Search Committee—The committee met February 7th and reviewed the stakeholder survey and timelines. The updated survey will be released soon.
- 4) Finance Committee—The committee met to finalize tuition rates/menu of services as well as recommendations regarding SASED fund balance discussion.
 - a) The Committee approved the final tuition and service rates for presentation to the Board. They also heard a presentation on SASED fund balances. Sam Cannata and Dr. Volpe shared that same presentation with the full Board this evening. Sam

started by reviewing the different wealth measurements; cash, modified accrual and full accrual. SASSED's best measurement is cash basis because the organization cannot borrow funds. The organization determines minimum levels of cash throughout the year with the lowest cash balance being in mid-August. He reviewed the lowest cash balance is approximately \$3 million, which is equal to 22 days. (This does not include \$2 million which is set aside because SASSED is self-insured.) When the ISBE financial profile is applied to SASSED (only 3 of 5 criteria are applicable), we are placed in the Early Warning category which supports the conclusion of the committee that fund balances are not excessive but adequate.

The fund balance conversation was provoked by the application of a per student assessment being accumulated to replenish the funds used for the construction at Southeast. Administration researched and determined that the \$700,000 in restricted IDEA funds (accumulated over decades) in reserve at the state could be used to directly reduce \$1.5 million for construction at Southeast. There are multiple options for the reduction including reducing the amount of the per student assessment or the number of years of the assessment. Discussion included that every district utilizes Southeast and that it is wise to use the funds for this purpose. The suggestion was made that the assessment is similar to a levy in OM funds at a district level and SASSED would be prudent to create this type of dedicated maintenance fund, similar to the health reserve fund. Administration was charged with investigating and developing recommendations for the Southeast assessment in light of the IDEA funds now being applied and for the new maintenance fund structures. They should be presented in March for action in April.

d. Administrative Update

- Sam Cannata reported SASSED has been approved to release a food service bid and will be sending out a seal coating bid.
- Nan Diamond shared Spring Institute is March 2nd with sessions at the Abington and NIU.
- Lynn Schroeder shared the HR department has finished sending out the 1095C forms to employees.
- Neil Perry reported his team is getting the technology systems across the districts ready for assessments.

e. Executive Director Report— Dr. Volpe shared that there is an issue regarding the lease for space between LADSE and Hinsdale as part of DWC services. This is not a matter administration wants the DWC board to address and he will keep the SASSED Board of Control informed of discussion with LADSE. Southeast construction planning is going well as plans are being finalized. There are two areas of asbestos which need to be addressed and it is hoped to have it remedied during spring break. The permit process for the Transition remodeling at 2900 Ogden is moving forward with Lisle and workers should be back to work in the next week or so.

f. SASSED Professional Development Offerings

g. Agenda Items for March meeting--none

6. Closed Session—not convened

7. Discussion with Action

a. Approve FY19 Tuition and Fee Rates

Motion made by Member Doug Purcell, seconded by Member Joel Price to approve the FY19 Tuition and Fee Rates as presented.

Discussion included that the rates do not include the proposed Southeast assessment which is being reviewed for reconsideration. SASSED needs the approval now for menu of services as districts are also in their budget processes. Communication will be sent to districts when the Board acts on the assessment changes.

Upon roll call vote:

Ayes:

Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Woodridge School District #68
DuPage High School District #88
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: none

Absent:

West Chicago Elementary School District #33
Maercker District #60
Cass School District #63
Center Cass School District #66
Community High School District #94
Community High School District #99
Elmhurst Community Unit School District #205

Ayes: 11 Districts Nays: none Absent: 7 Districts Motion Carried

b. Approve FY19 IDEA Service Rates

Motion made by Member Joel Price, seconded by Member Bob Tarasewicz to approve the FY19 IDEA Service Rates as presented.

Upon roll call vote:

Ayes:

Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Woodridge School District #68
DuPage High School District #88
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: none

Absent:

West Chicago Elementary School District #33
Maercker District #60
Cass School District #63
Center Cass School District #66
Community High School District #94
Community High School District #99
Elmhurst Community Unit School District #205

Ayes: 11 Districts Nays: none Absent: 7 Districts Motion Carried

c. Approve Transportation Service Contract

Motion made by member Dr. Matt Rich, seconded by Member Doug Purcell to approve the transportation service contract with Sunrise Southwest, LLC. through June 30, 2021 as presented.

Discussion included Sam has talked to the president of the company and he is confident they can meet the needs of the contract.

Upon roll call vote:

Ayes:

Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Woodridge School District #68
DuPage High School District #88
Community Consolidated School District #180
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: none

Absent:

West Chicago Elementary School District #33
Maercker District #60
Cass School District #63
Center Cass School District #66
Community High School District #94
Community High School District #99
Elmhurst Community Unit School District #205

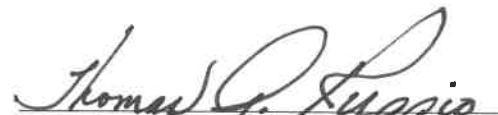
Ayes: 11 Districts Nays: none Absent: 7 Districts Motion Carried

Dr. Correll reminded members to forward their completed evaluations to Anita as soon as possible but no later than next Wednesday.

8. Motion made by member Doug Purcell, seconded by member Jack Buscemi to adjourn the meeting at 8:17 p.m.

Upon voice vote, motion passed.


Dr. John Correll, Chairperson


Dr. Anthony Palmisano, Secretary