



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**Board of Control Meeting  
August 21, 2019  
SASED Administration Center 2900 Ogden Lisle, IL 60532  
MINUTES**

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

Roll call was taken with the following responding:

<b>Present:</b>	<b>District</b>	<b>Representative</b>
	Keeneyville School District #20	April Dislers (left 8:02 p.m.)
	Benjamin School District #25	Jack Buscemi
	West Chicago Elementary School District #33	Christian Rivera
	Winfield School District #34	Dr. Matt Rich
	School District #45, DuPage County	Dr. Anthony Palmisano
	Downers Grove School District #58	Greg Harris
	Cass School District #63	Dr. Kerry Foderaro
	Center Cass School District #66	Dr. Griff Powell
	Woodridge School District #68	Tom Ruggio
	DuPage High School District #88	Dr. Scott Helton
	Community High School District #99	Joanna Vazquez Drexler (left 7:49 p.m.)
	Community Consolidated School District #180	Dr. Thomas Schneider
	Westmont Community Unit School District #201	Joel Price
	Elmhurst Community Unit School District #205	Dr. David Moyer
<b>Absent:</b>	Salt Creek School District #48	Raymond Kielminski
	Maercker District #60	Dr. Sean Nugent
	Community High School District #94	Lynn Casey-Maher
	Lisle Community Unit School District #202	Vacant

**Present:** 14 Districts

**Absent:** 4 Districts

Also in attendance:

- Dr. Melinda McGuffin, Executive Director, SASED
- Teresa Bishop, Treasurer and Director for Business, SASED
- Nan Diamond, Director for Programs & Services, SASED
- Elliot May, Director of Technology, SASED
- Lynn Schroeder, Director for the Human Resource Department, SASED
- Anita Howard, Recording Secretary, SASED

2. **Pledge of Allegiance**
3. **Additions to the Agenda**--none
4. **Public Comment**—none, Chairperson Dr. Rich thanked everyone for attending.

**5. Consent Agenda**

*Motion made by Member Greg Harris, seconded by Member Jack Buscemi to approve the consent agenda items as presented.*

- a. Approved June 19, 2019 open session minutes
- b. Personnel Recommendations
  - 1) Accepted/Approved Appointments, Resignations/Terminations, Change of Employment Status of Licensed, Registered and Educational Support Personnel and employment of Low Incidence and Multi-Needs ESY staff as presented.
- c. Accepted the Financial Reports
  - 1) Treasurer's Report--June/July 2019
  - 2) Revenue/Expenditure Reports --June/July 2019
  - 3) Gross Payrolls --June 2019 \$1,958,850.17/July 2019, \$1,846,274.87
  - 4) Interim Payroll Liabilities—June 2019 \$1,035,044.86/July 2019 \$170,020.78
  - 5) Interim Checks – June 2019 \$62,783.60/July 2019 \$1,991,623.59
  - 6) August 21, 2019 Bill List--\$2,665,638.47
- d. Approved destruction of January 24, 2018 closed session recording.
- e. Adopted Resolution Authorization Certificate for Commercial Card Service Agreement

**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  
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 #99  
Community Consolidated School District #180  
Westmont Community Unit School District #201  
Elmhurst Community Unit School District #205

Nays: none

Absent: Salt Creek School District #48  
Maercker District #60  
Community High School District #94  
Lisle Community Unit School District #202

**Ayes: 14 districts    Nays: 0 districts    Absent: 4 districts    Motion carried.**

**6. Discussion Without Action**

- a. Presentations
  - 1) Dr. McGuffin introduced V.P. Trinh, SASSED's architect from ARCON to discuss two items, the Long-Range Plan/Life Safety Facility Survey and the Scope/Cost Estimate of work needed in the Transition Kitchen.

- The Long- Range Plan/Life Safety Facility Survey was completed approximately one year ago focusing on allowing Administration/Board to plan for the future. Areas reviewed included Life/Safety items, Long term/Maintenance items, best practice and owner requested items. Mr. Trinh pointed out items that were completed this summer as part of the renovations at Southeast School. A revised Life Safety/Facility Survey will be provided to the Board removing the completed work from this summer.
  - Project Scope/Cost Estimate Transition Kitchen  
A Health Department inspection identified the requirement of a three-compartment sink with a mid-level grease drain and is allowing until December 31 for completion (during winter break.) Additional needed work was identified including ceiling tile replacement and relocation of electric for the warming oven which needs to be moved for safety after installation of the sink.
- 2) External Grants—In a commitment to ensuring transparency with the Board, Dr. McGuffin provided an overview of external grants managed in various forms and functions by SASSED. As part of this process, administration is working with grant leaders and reviewing all employees’ status/contracts, establishing timelines/procedures and reviewing protocols for hiring/compensation.

Board discussion included clarification that while employees are considered “SASED” employees, their compensation comes from the grant revenue. For PBIS there are multiple funding agreements from various sources that go through 2024. As that time approaches, there will in-depth conversations regarding implications of continuing to assume responsibility as the fiscal agent. The October Board of Control agenda will include an item regarding level of responsibility/role SASSED desires going forward.

b. Informational/Correspondence

- 1) Dr. McGuffin provided an overview of the meeting and said that the team is off to a good start and that she shared her focus on SASSED’s vision, and related structure and protocols.
- 2) Fifth Third Bank Signature Cards and Collateral Agreement—Ms. Bishop reported this was informational to share with the Board because it is required as she was appointed as treasurer.

c. Board Presentation Survey results— Dr. McGuffin reviewed the survey results that were received by Board members and provided the following suggestions:

- **September:** Extended School Year/Credit Recovery Programs and a brief overview of SASSED programs and services including any changes
- **January:** Joint Board Meeting Budget presentation
- **March:** To be determined following discussion of Executive Director’s goals for the year
- **June:** End of year student achievement and SASSED operational report and summary

d. Board Committee Updates--Dr. McGuffin reviewed the Finance and Policy committees’ representatives (requesting additional members) as well as possible meeting dates. Member Joanna Vazquez Drexler volunteered to join the Policy Committee. All SASSED policies are up to date on the website. She added that the team for the Support Staff Association Contract negotiations needs to be determined by September. Members requested that all suggested meeting dates be sent out to members as soon as possible.

e. Administrative Update

- Teresa Bishop
  - The FY 19-20 budget was approved by the Governing Board and filed with the DuPage County Clerk and the ROE.
  - The business office staff worked with member district administrative assistants on July

29 regarding the IDEA grant procedural changes including important dates.

- The business office is preparing for the FY 2019 fiscal year-end close out and the related audit which takes place the week of October 28.
- ESY billing will be sent the beginning of September.
- Nan Diamond
  - Nan thanked Woodridge District 68 and Salt Creek 48 for hosting the SASSED ESY programs. Over 300 students attended ESY.
  - Staff had the last summer training on the Wonders and My Perspectives (English/Language Arts) curriculum. Teachers are piloting this fall and results will be presented to the Board when available.
- Elliot May
  - Southeast wiring project has been successfully completed.
  - All Windows devices (laptops and desktops) have been reimaged to latest version.
  - Devices are going back into classrooms and any connectivity issues are being promptly addressed.
  - For student and staff safety/security a new intercom system was installed at Southeast.
- Lynn Schroeder
  - Orientation Day wellness screening had 182 participants. This was the highest total ever and this number may increase based on off-site participation through October.
  - Administration has resolved two recommendations from the May TRS audit including implementing policy and MOU revisions allowing a staff member to utilize all forms of paid leave for the purpose of covering an illness. In addition, a non-revocable work calendar system has been implemented for TRS reporting purposes.
  - Currently there are three hard to fill openings. However, all classrooms do have teachers and adjustments have been made for the other positions.

f. Executive Director's Report

In addition to her written report, Dr. McGuffin thanked Chairperson Dr. Matt Rich and Member Tom Ruggio for attending Orientation Day and shared she especially enjoyed meeting so many SASSED staff. She added that she has made it a priority to be in member districts visiting with staff and students in SASSED classrooms. Typically, in August, the Board is given initial program enrollment numbers but this year, some districts don't start until after Labor Day. Therefore, those counts will be provided as part of the September meeting. Dr. McGuffin also acknowledged the work that Cheryl Huber Lee did as a committee member in the development of the ISBE OT/PT handbook, "Recommended Practices for Occupational and Physical Therapy Services in Illinois Schools."

g. Agenda Items for September meeting--none

**7. Closed Session**

*Motion made by Member Dr. Griff Powell, seconded by Member Dr. David Moyer to recess to closed session for the purpose of discussing matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees and collective bargaining at 7:42 p.m.*

**Upon voice vote, motion carried.**

**Open session was reconvened at 8:09 p.m.**

**8. Discussion with Action**

- a. Approve change of Board of Control May 2020 meeting date to May 14, 2020 at 6:30 p.m.

*Motion made by Member Joel Price, seconded by Member Tom Ruggio to change the May 20, 2020 Board of Control meeting to May 14, 2020 at 6:30 p.m.*

Upon voice vote, motion carried.

- b. Approve 2900 Ogden Transition Kitchen Construction Project  
*Motion made by Member Dr. Scott Helton, seconded by Member Jack Buscemi to approve proceeding with the 2900 Ogden Transition Kitchen construction project as discussed.*

**Upon roll call vote:**

Ayes: Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Downers Grove School District #58  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
DuPage High School District #88  
Community Consolidated School District #180  
Westmont Community Unit School District #201  
Elmhurst Community Unit School District #205

Nays: none

Absent: Keeneyville School District #20  
Salt Creek School District #48  
Maercker District #60  
Community High School District #94  
Community High School District #99  
Lisle Community Unit School District #202

**Ayes:** 12 districts    **Nays:** 0 districts    **Absent:** 6 districts    **Motion carried.**

- c. Approve modified contract for Director of Business/CSBO  
*Motion made by Member Tom Ruggio, seconded by Member Dr. Anthony Palmisano to approve the modified contract for the Director of Business/CSBO as presented.*

**Upon roll call vote:**

Ayes: Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Downers Grove School District #58  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
DuPage High School District #88  
Community Consolidated School District #180  
Westmont Community Unit School District #201  
Elmhurst Community Unit School District #205

Nays: none

Absent: Keeneyville School District #20  
Salt Creek School District #48  
Maercker District #60  
Community High School District #94

Community High School District #99  
Lisle Community Unit School District #202

**Ayes:** 12 districts    **Nays:** 0 districts    **Absent:** 6 districts    **Motion carried.**

- d. Approve Executive Director 2019-2020 Goals  
*Motion made by Member Jack Buscemi, seconded by Member Dr. Scott Helton to approve the 2019-2020 executive director goals as discussed.*

**Upon voice vote, motion carried.**

- e. Approve salary increases for four External Grant Midwest PBIS personnel  
*Motion made by Member Greg Harris, seconded by Member Joel Price to approve the salary increases for the following Midwest PBIS grant personnel: Sheri Luecking, Ami Flammini, Katie Pohlman, Ali Hearn as presented.*

**Upon roll call vote:**

**Ayes:** Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Downers Grove School District #58  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
DuPage High School District #88  
Community Consolidated School District #180  
Westmont Community Unit School District #201  
Elmhurst Community Unit School District #205

**Nays:** none

**Absent:** Keeneyville School District #20  
Salt Creek School District #48  
Maercker District #60  
Community High School District #94  
Community High School District #99  
Lisle Community Unit School District #202

**Ayes:** 12 districts    **Nays:** 0 districts    **Absent:** 6 districts    **Motion carried.**

- f. Approve the SASSED/Midwest PBIS Letter of Intent with Institute of Educational Sciences Project in partnership with University of South Carolina  
*Motion made by Member Dr. Anthony Palmisano, seconded by Member Jack Buscemi to approve the SASSED/Midwest PBIS Letter of Intent with the Institute of Educational Sciences Project in partnership with University of South Carolina.*

**Upon roll call vote:**

**Ayes:** Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Downers Grove School District #58  
Cass School District #63



Center Cass School District #66  
Woodridge School District #68  
DuPage High School District #88  
Community Consolidated School District #180  
Westmont Community Unit School District #201  
Elmhurst Community Unit School District #205

Nays: none

Absent: Keeneyville School District #20  
Salt Creek School District #48  
Maercker District #60  
Community High School District #94  
Community High School District #99  
Lisle Community Unit School District #202

**Ayes:** 12 districts    **Nays:** 0 districts    **Absent:** 6 districts    **Motion carried.**

- g. Approve SASSED/Midwest PBIS acceptance of grant award with Medical University of South Carolina

*Motion made by Member Jack Buscemi, seconded by Member Tom Ruggio to approve the SASSED/Midwest PBIS acceptance of the grant award with Medical University of South Carolina as presented.*

**Upon roll call vote:**

Ayes: Benjamin School District #25  
West Chicago Elementary School District #33  
Winfield School District #34  
School District #45, DuPage County  
Downers Grove School District #58  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
DuPage High School District #88  
Community Consolidated School District #180  
Westmont Community Unit School District #201  
Elmhurst Community Unit School District #205

Nays: none


Absent: Keeneyville School District #20  
Salt Creek School District #48  
Maercker District #60  
Community High School District #94  
Community High School District #99  
Lisle Community Unit School District #202


**Ayes:** 12 districts    **Nays:** 0 districts    **Absent:** 6 districts    **Motion carried.**

**9. Adjournment**

***Motion made by Member Dr. Griff Powell, seconded by Member Greg Harris to adjourn the SASED Board of Control meeting at 8:16 p.m.***

**Upon voice vote, motion carried.**

  
Chairperson

  
Secretary