



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**Governing Board Meeting (Joint Meeting)
January 24, 2018
SASED Administrative Center, 2900 Ogden, Lisle, IL 60532
MINUTES**

Chairperson Katherine Doremus called the meeting to order at 6:34 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
	West Chicago Elementary School District #33	Gilbert Wagner
	School District #45, DuPage County	Melissa Slinn
	Salt Creek School District #48	James Blair
	Downers Grove School District #58	Doug Purcell
	Maercker District #60	Mary Satchwell
	Center Cass School District #66	Liane Raso
	Woodridge School District #68	Tom Ruggio
	Community High School District #94	Katherine Doremus
	Community High School District #99	Nancy Kupka (arrived 6:46 p.m.)
	Westmont Community Unit School District #201	Joel Price
	Lisle Community Unit School District #202	Bob Tarasewicz (alternate)
	Elmhurst Community Unit School District #205	John McDonough
Absent:	Winfield School District #34	Donna Bartlett
	Cass School District #63	Michael Ockrim
	DuPage High School District #88	Donna Craft Cain
	Community Consolidated School District #180	Amanda Frankel

Present: 14 Districts **Absent:** 4 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

- 2. Pledge of Allegiance**
- 3. Public Comments**

- Jenn Lattimore, President of Support Staff Association, apologized for not being at the December meeting and thanked the Board negotiating team for their work and the Board of Control for approving the contract.
- Kristine Chaplin, President of the Teacher Association offered her organization’s support of agenda action items for the administrative TRS benefit, the OT/PT retirement as being fair and equal. She added she is in support of the Southeast expansion.

4. Presentations

- a. Assessing Effectiveness of Coaching Support— Dr. Hildebrand shared that the School Improvement/Instructional Support team (SI/IS) is mindful of accountability to districts and is very data driven. She reminded the audience that the two departments had merged into one last year and now had a coaching/training/technical assistance/consulting team of 13 with a wide range of skills and experiences. They provide services to administration, certified and non-certified staff as well as provide onsite support for individual students (which is utilized by all districts.) All supports provided ultimately address improving outcomes for both general and special education students. Dr. Hildebrand then reviewed examples of data collected for member districts working with the teams and the effects assessed at the district, building, and student levels. PD, or any supports to our districts are being measured for impact on student outcomes. Additional focus is on developing evaluation rubrics subsequent to coaching support (i.e., measuring impact). Discussion at the meeting included how skills supported at school carryover to home and how to get teachers to work more in tandem with parents.
- b. FY19 Budget Presentation—Dr. Volpe introduced the discussion by stating that the Finance Committee reviewed the budget presentation and approved taking it and the recommendations forward to both Boards. The purpose of the joint meeting is to engage in meaningful discussions and review of the assumptions and preliminary information, especially so that Governing Board members do not feel like all information they receive is “after the fact”. The PowerPoint is an overview of the highlights of the discussion focusing on the “3M” goals of **1) Minimize Tuition and Service Rate Increases; 2) Maximize Classroom Enrollment; 3) Maintain Quality.**

SASED is seeing stable or increasing program enrollments except in DHH and is also seeing a declining use of Assistive Technology Services (mostly related to capacity building at the district level.) The target is to keep classroom enrollment to minimum of 10 students and administration is always looking at efficiencies through leases and utilization of staff. As with districts, wages/benefits are the largest component of budget and the budget projects increases as follows: 2.3% for certified staff, 3% for non-certified staff and 2.1% for OT/PT and the remainder of non-bargaining staff. It should be noted that the last 3-4 years did not have insurance increases, but this year is seeing a 7% increase in rates. As has been practice for the past few years, there is a benchmark holder for potential pension cost shift of 1%. There is no proposed change in the annual lease rates paid to districts.

There were three new items that would have an impact on the FY 19 budget that were brought forward from the Finance Committee:

- 1) OT/PT retirement benefits—Dr. Volpe shared that the OT/PT group, who is not unionized, has asked for similar retirement benefits as is offered to similar related service staff members in the teachers bargaining unit. He shared that the costs of the request would be decreased by hiring replacements for the retirees at a lower pay rate.
- 2) TRS benefit for administrators—Member districts were surveyed and most (16 of 17 responding districts) provide this benefit to building level administrators. Dr. Volpe

presented the recommendation that in addition to any annual pay raise, the Board phase in the payment of the employee portion of the TRS payment over five years. This recommendation affects the 7 of our 10 administrators who are not currently on a retirement plan and is estimated to have a minimal effect on the annual budget (.07-.24% impact on program/tuition cost each year.)

- 3) Southeast School buildout—The work at Southeast has been discussed for over a year with the Facilities and Finance committees and had been thwarted by the limited funding options available to a cooperative. Based on our recent change to a legal entity and the new payment schedules associated with the EB funding formula, SASSED now has cash reserves that would allow us to safely finance the remodeling/construction at Southeast while meeting all monthly obligations. The previous estimate for this work was \$1.5 million. There is also approximately \$1.6 million of maintenance and life safety work anticipated for that building over the next 2-8 years. Based on those long term needs the Finance Committee agreed with the administration’s recommendation for an assessment of \$1,000 per student enrolled in the building. The assessments funds would then be available for the ongoing maintenance and life safety work during the ten year time frame that was recommended. Further information was shared that Southeast Alternative School has had to turn away students due to lack of space this year. Therefore, while the plan is still to expand the Directions program, until that occurs, the Alternative School program could expand by 30 students if needed, thus immediately utilizing the newly created classrooms.

Preliminary service rate increases (2.5%) were presented adding that administration is always working to get them as low as possible, especially by focusing on staffing patterns. The process is to present the tuition rates for approval to the Board in February, and then send out the menu of services to districts. Based on the responses from districts, the budget and staffing patterns are then adjusted. SASSED’s method for paying for administrative costs is through a tiered program of Medicaid funding, allocation to programs/services and 5% of IDEA funding.

Based on discussion, the request was made to have the budget assumptions and recommendations for action will be presented one month and voted on the following month.

5. **Search Committee Update**— Dr. Volpe shared that the search committee has reviewed the initial draft of the leadership survey, which will be sent to stakeholders regarding the required skills of the next Executive Director. Dr. Volpe also presented a draft of a “month by month” timeline of events he created. The Board members agreed with the outline and the focus on getting the Executive Director named in a timely manner so that they can be involved with the search for the Director of Business.
6. **Motion made by Member Gil Wagner, seconded by Member Doug Purcell to adjourn the meeting at 7:47 p.m. Upon voice vote, the motion passed.**


Chairperson


Secretary

