



**Board of Directors Meeting
February 21, 2024
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
11:00 AM
AGENDA**

1. **Call to Order/Roll Call**
2. **Appointment of Secretary Pro-Tempore**
3. **Pledge of Allegiance**
4. **Superintendents of Distinction**
5. **Approval of the Agenda**
6. **Public Comment**
7. **Consent Agenda**
 - a. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements, Employment, Return to Duty, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
 - 2) Approve the Client Services Agreement with Soliant
 - 3) Approve the Client Assignment Agreement with AHS Staffing for contract staff, Sarah Kelly, part-time Physical Therapist.
 - b. Financial
 - 1) Gross Payrolls for January 2024
 - 2) Payroll Liabilities for January 2024
 - 3) Bill List for January 2024
 - 4) Interim Checks for January 2024
 - 5) Voids for January 2024
 - 6) Konica Minolta Business Solutions USA, Inc. Lease for copiers located at SASED Administrative Office and VI classroom location.
 - 7) Transfer Van Title to Gallagher Bassett - Total Loss Designation
 - c. SASED Programs/Services
 - 1) Approve the Independent Contractor Agreement with Maryland Coalition for Inclusive Education - Spring Institute March 2024
 - 2) Approve the Independent Contractor Agreement with Sarah Ward - Spring Institute 2024.
 - 3) Vision and D/HH Program Donation from the Clarendon Hills Lions Club
8. **Approval of Minutes**
 - a. Approve the Open Session Minutes from 1-24-24 Joint Governing and Board of Directors Meeting
9. **Action Item**
 - a. Accept the Annual Financial Audit Report Provided by Lauterbach & Amen, LLP
 - b. Commissioning Agent for the HVAC Project at Southeast Alternate School.
10. **Executive Director Updates**
 - a. SASED Finance Committee Update
 - b. SASED Program and Services Monthly Updates - Cooperative Corner
 - c. Deaf Hard of Hearing (DHH) Program Celebration
 - d. SASED Employee Recognition
 - e. SASED Monthly Enrollment Update

- f. FY2023 Professional Development Provider Audit Report from the DuPage Regional Office of Education dated January 17, 2024.
- g. Freedom of Information Act Requests (FOIA)
 - 1) FOIA Request from the Illinois Retired Teachers Association dated January 17, 2024
 - 2) Freedom of Information Act Request(s)
- 11. **SASED Financial Updates**
 - a. FY 24 Budget Reports
 - b. Treasurers/Investments Reports
 - c. SASED Transportation Contract Update - Sunrise Southwest LLC (Transportation Carrier)
- 12. **General Discussion Items**
 - a. SASED Classrooms Hosted by Member Districts for School Year 2024-2025
- 13. **Closed Session**
 - a. To convene in closed session to discuss 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. To convene in closed session to discuss the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)
 - c. To convene in closed session to discuss the litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11)
 - d. To convene in closed session to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)
- 14. **Reconvene to Open Session**
- 15. **Action Items**
 - a. Approve the Closed Session #1 and #2 Minutes from 12-13-23
- 16. **Adjournment**



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PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Kenealy, Marybeth	10-month Admin. Asst. DHH Program 0.50 F.T.E.	Tuition	12/4/2023	2/9/2024	Personal reasons
Raffaele, Ian	1:1 Teacher Assistant	User Fee Dist. #230	8/10/2023	1/25/2024	Accepted another position

2. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
VanCleve, Cassidy	Teacher/DHH Itinerant	Tuition	1/29/2024		\$24,784.67 Prorated from \$57,727.00

3. Appointments – Educational Support Staff

Ball, Shawna	1:1 Teacher Assistant	User Fee Dist. #58	1/26/2024	\$19.68	
Castellanos, Kayla	Teacher Assistant Southeast School	Tuition	1/24/2024	\$18.60	
Wilson, Brittany	10-month Admin. Asst. MN/Transition/STARS Programs	Tuition	2/1/2024	\$19.00	

NOTE: The Administration assures the Board that all of the above salaries are within Board approved ranges and/or schedules.



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FOR INFORMATION ONLY

1. Leaves of Absences/FMLA– Registered Staff

Barajaz, Dina	Occupational Therapist OT/PT Dept.	2/21/2024 – 5/20/2024
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2. Leaves of Absences/FMLA – Educational Support Staff

Miller, Kelly	Teacher Assistant Kingsley / MN Program	12/5/2023 – 3/13/2024 *Revised from Unpaid leave to FMLA leave
Olson, Coleen	Teacher Assistant Willowbrook/ MN Program	2/19/2024 - 5/19/2024

3. Leaves of Absences/Paid & Unpaid – Administrative Staff

Capparelli, Laura	Program Administrator Southeast School	2/2/2024 – 3/4/2024 Paid 3/5/2024 – 4/17/2024 Unpaid *Extended after FMLA leave
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PROPOSED PERSONNEL ACTION – CONTRACT STAFF

1. Resignations/Retirements/Terminations – Educational Support Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Rivera, Cecillia	Teacher Assistant DHH- ProCare	Tuition	10/10/2023	2/16/2024	Personal reasons
Woznicki, Steven	1:1 MATA Vision - Maxim	User Fee Dist. #87	10/25/2023	12/21/2023	Personal reasons

2. Appointments – Licensed Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Nelson, Margret	Teacher Southeast - Sunbelt	Tuition	1/9/2024	\$82.00	

3. Appointments – Educational Support Staff - Contracted

Baskin, Deborah	1:1 Teacher Assistant Transition - Maxim	User Fee Dist. #99	1/10/2024	\$50.00	
Davis, Taronna	1:1 MATA Transition - MX Health	User Fee Dist. #202	1/9/2024	\$87.55	
Dixon, Destiny	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #58	1/10/2024	\$50.00	
Fisher, Angela	1:1 MATA MN - MX Health	User Fee Dist. #20	1/8/2024	\$87.55	
Golden, Katrina	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #202	2/7/2024	\$50.00	
LeGrand, Judith	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #88	2/6/2024	\$50.00	
Manuel, Lisa	Teacher Assistant VI- Soliant	Tuition	2/6/2024	\$60.00	
McDonagh, Madison	1:1 Teacher Assistant MN – Stepping Stone	User Fee Dist. #58	1/9/2024	\$38.00	
McDowell, Arielle	Teacher Assistant DHH - Maxim	Tuition	1/10/2024	\$50.00	
Reveles, Carlos	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #20	2/6/2024	\$50.00	



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3. Appointments – Educational Support Staff – Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Rizvi, Abeeha	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #D25	1/17/2024	\$50.00	
Valdes, Elizabeth	Teacher Assistant Southeast - Maxim	Tuition	1/8/2024	\$50.00	
Van Beek, Emily	Teacher Assistant Southeast - Maxim	Tuition	1/10/2024	\$50.00	
Washington, LaDonna	Teacher Assistant Southeast - Soliant	Tuition	2/7/2024	\$60.00	
Williams, Tanija	1:1 Teacher Assistant Transition - Maxim	User Fee Dist. #D99	1/10/2024	\$50.00	
Willis, Madison	1:1 Teacher Assistant MN - Maxim	User Fee Dist. #D60	1/24/2024	\$50.00	

NOTE: The Administration assures the Board that all of the above salaries are within Board approved ranges and/or schedules.

----- Forwarded message -----

From: **Laura Capparelli** <lcapparelli@sased.org>

Date: Mon, Jan 29, 2024 at 1:27 PM

Subject: Requesting Leave

To: Jimmy Gunnell <jgunnell@sased.org>, Jim Nelson <jnelson@sased.org>

Dr. Gunnell and Mr. Nelson,

I am requesting a leave through 4/17/2024. I understand that I will use my remaining benefit time until it is exhausted. Once my benefits are exhausted I understand that I am responsible for all insurance and benefits.

Thank you for your consideration,

--

Laura Capparelli

Principal/Program Administrator

Southeast Alternative School

lcapparelli@sased.org

630-548-7110



AMENDMENT TO EMPLOYMENT AGREEMENT

This Amendment is entered into on February 12, 2024, by and between the Board of Directors (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”) and Laura Capparelli (“Ms. Capparelli”).

WHEREAS, the Board and Ms. Capparelli entered into an Employment Agreement on June 21, 2023, for the time period from July 1, 2023 through June 30, 2024 (“the Agreement”); and

WHEREAS, the Board and Ms. Capparelli wish to amend the Agreement as set forth below;

NOW THEREFORE, the Board and Ms. Capparelli agree as follows:

1. Ms. Capparelli is granted a leave of absence through April 17, 2024. Ms. Capparelli will continue to use her paid benefit days until they are exhausted (i.e., through March 4, 2024). Ms. Capparelli’s leave from March 5, 2024 through April 17, 2024 shall be unpaid.
2. Upon Ms. Capparelli’s return to work, Ms. Capparelli will not resume Program Administrator duties. Rather, from April 18, 2024 through June 30, 2024, Ms. Capparelli will perform duties consistent with an assignment for which you are Illinois credentialed.
3. To the extent of any conflict or inconsistency between this Amendment and the Agreement, the provisions of this Amendment shall control. The Agreement shall otherwise remain in full force and effect through the Agreement’s expiration date.

IN WITNESS WHEREOF, this Amendment has been executed by Ms. Capparelli and the Board on the date identified above.

Laura Capparelli

SASED Board of Directors

By: _____

Chairperson

Attest: _____

Secretary