



**Finance Committee Meeting
September 3, 2025
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
8:00 AM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge**
3. **Action Items**
 - a. Approve Meeting Minutes from June 4, 2025
4. **Discussion Items**
 - a. Review Committee Focus
 - b. Billing Cycle
 - c. Timeline
 - d. Facility Budget
5. **Adjournment**



FINANCE COMMITTEE MEETING

June 4, 2025 - 8:00 AM

SASED Administrative Center

2900 Ogden Avenue, Lisle, IL 60532

MEETING MINUTES

1. Call to Order/Roll Call

Dr. Keith Filipiak, Chairperson, called the meeting to order at 8:02 AM and welcomed those in attendance. Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District 20	Dr. Omar Castillo
	Woodridge School District 68	Dr. Patrick Broncato
	Lisle CUSD 201	Dr. Keith Filipiak
Absent:	Salt Creek School District 48	
	Downers Grove School District 58	
	Community High School District 94	

Also in Attendance:

Dr. Kim Dryier, Executive Director, SASED
Ms. Rachel Wisniewski, Assistant Director of Business/CSBO, SASED
Ms. Senga Lowe, Executive Assistant and Board Recording Secretary, SASED

2. Pledge of Allegiance

3. Approved the Minutes from April 24, 2025

A motion was made by Member Broncato to approve the minutes from the April 24, 2025 meeting, and seconded by Member Castillo. Upon voice vote, with three members present voting Aye, motion was passed.

4. Discussion Items

- a. Annual Cost Settlement - Ms. Wisniewski provided a summary to the committee. It was decided to allocate the funds directly to the programs. This will not affect Medicaid adjustments. Ms. Wisniewski provided all of the member districts with an update and will share the information with the Board of Directors.
- b. Center Cass SD66 ESY 23-24 Carpet Damage Funding - Dr. Dryier provided an update on the carpet damage funding. After a two year negotiation between the insurance companies, we are now trying to resolve the issue with attorneys. The cost is \$80,000 to replace the carpet. SASED's insurance provided a \$20,000 settlement agreement. Waiting to get acceptance from Sd66 insurance company. Will bring to the Board of Directors as a consent agenda item once received from insurance.
- c. Facility Cost Analysis - Dr. Dryier and Ms Wisniewski presented a summary of the analysis. The options SASED is comparing are 1) current versus 1 central location with 12 satellite classroom locations; or 2) 1



central location versus expanding services to service an additional 170 students. The expansion of services would account for all of the students placed in private placement throughout our districts. If we look at the cost for expansion of services and subtract what districts are currently paying for outplacement for 170 students, districts could see a potential savings of \$4.7 M.

When presenting options to the Board to consider, it was suggested to add the 3 parts on one page, current -vs- centralized + expansion. The ability to have available collaboration would be a benefit. State of the art programs = high quality staff. The expansion of services can only happen with 1 or 2 centralized locations.

SASED needs to take a closer look at transportation time with one central location. It may be a better option to look at two centralized locations, North and South, to provide the same services.

Dr. Dryier would like to share the information with the Board to get feedback before going back into Facility Planning Committee discussions. The committee suggested focusing on just the staffing changes savings when discussing with the Board. We will be more confident with the staff savings estimate once we know what building options we have.

- d. Identification of Priorities for 2026 - Dr. Dryier asked the committee for direction of what the Finance Committee should prioritize for FY26. Possibly get feedback from the Board. Top 3 topics, additional 5 topics, and a “someday” list.
 - 1. Create a Negotiations Committee for each staff group, certified and non-certified.
 - 2. Tuition Rates

Dr. Dryier to create a list and present it to the Board for feedback.

5. Adjournment

A motion was made by Member Broncato to adjourn the meeting at 9:03 am, and seconded by Member Castillo. Upon voice vote, with three members present voting Aye, motion was passed.

Approved: _____
Finance Committee Representative

_____ **Date**

SASED Finance Committee

September 3, 2025

Agenda:

- Review Committee Focus
 - Service Menu, Tuition, S Fund, Facility Budget, Facility Funding Recommendations
- SASSED's Billing Cycle
 - What works, what are opportunities for improvement
 - Work with selected CSBO's and Special Education Directors
- Suggested Timeline
- Facility Budget
 - Review Facility Committee recommendations
 - Cost Analysis
 - Identify realistic offset costs as well as annual offset



General Program and Services Billing Information

Tuition rates for programs and services are calculated based on the budgeted net costs of the programs and projected enrollment. The pre-bills will be invoiced at the budgeted tuition rates. A mid-year true-up will be calculated in March. Invoices/credits will be issued reflective of the mid-year true up rates. At the end of each fiscal year, tuition rates will be ‘trued up’ to reflect the actual cost of programs and services. The true up process will occur in July once all payroll has been processed and the books have been closed. In July, refunds or invoices will be issued accordingly.

Based on SASED’s programs/services net cost, the overhead cost will be allocated to each tuition rate based on the percentage of overhead cost.

Nonmembers will be charged a 10% surcharge on the member tuition rate. Nonmembers will also be charged the overhead allocation percentage.

Districts are pre-billed for the number of days a student is enrolled in a SASED program. When final bills are calculated for the entire school year, adjustments will be made to ensure that your district is invoiced for the actual SASED programs or services. The final July invoice will reflect any refund or invoices due. Districts will not be charged for a student that was included on the program class list in July and did not officially enroll or dropped before the start of the school year. All other drops/adds will be adjusted on the final bill. Please note, if a student is hospitalized, moves/transfers, or leaves the program, it is the responsibility of the District to officially notify the Program Administrator of the drop.

Half day attendance: any student enrolled in a SASED program for less than three hours of instruction will be billed at a .50 FTE. Any student enrolled for more than three hours of instruction will be billed as a 1.0 FTE.

Non-Member Fees: non-member districts are charged a 10% surcharge on member tuition rates, inclusive of the % allocation for overhead, for each enrolled student.

SASED TUITION PROGRAMS

SASED Tuition programs are billed three times a year; in July at 100% of anticipated enrollment, in March, and in July after the end of the school year to account for actual ADE and costs.

DWC TUITION PROGRAMS

SASED and DuPage West Cook have an intergovernmental agreement in which SASED provides Vision and Hearing Tuition programming for 92 member districts. DWC Vision and Hearing Programs are billed three times a year; in July at 100% of anticipated enrollment, in March, and in July after the end of the school year to account for actual ADE and costs.



USER FEES : 1:1 Aide, 1:1 Medical Assistant, 1:1 Interpreter

The 1:1 service cost is driven by student need as determined by the student's IEP team.

1:1 Staffing is billed to districts twice per year, in December at 100% based on projected budget rate and in July of the following year. The final bill in July is based on actual FTE and actual costs. All costs for 1:1 aides are averaged and distributed based on each student's ADE and the FTE allocation.

USER FEE: SASED CLERICAL SUPPORT FOR PRIVATE PLACEMENT CONTRACTS

Districts that utilize SASED to process private placement contracts will be invoiced for a user fee. The user fee for private placement contracts is billed once a year in September. SASED clerical support is billed at 20% of the staff member's salary & benefits. Invoices are based on the prior year's enrollment in private placement. Each district with students in private placement will be invoiced for their proportionate share of private placement contracts.

DIAGNOSTIC

Audiology costs are billed twice a year, January and June, for the services provided. The menu of services include Hearing Aid Check, Earmolds, Evaluations, Re-evaluations, Auditory Processing Evaluation, and Auditory Processing Consultation. Districts will be billed back directly for the cost of earmolds. The equipment lease for the remote microphone system is based on its annual depreciated value. Remote microphones are embedded in the DHH Program; therefore, students enrolled in the DHH Program are not invoiced separately for their use.

ITINERANT: VISION AND HEARING

The itinerant program for vision and hearing is billed twice a year. The initial Pre-bill is invoiced in October based on total IEP minutes at 100% assuming 36 weeks of service. Itinerant minutes are billed at a rate per minute. All students, including students enrolled in SASED programs, are billed for itinerant services. Evaluations are billed on a referral basis. The second bill in July reflects any refund or invoices due based on actual minutes and costs.

ELL

ELL services are not billed directly to districts. ELL services (less EBF funds) are allocated to tuition programs (Pathways, DHH, VI, Transition, SLE, SMNP) by ELL enrollment as of 4/1.

School Improvement/ Assistive Technology (SI/AT)

SI/AT is billed once a year in September based on District menu selection. The District menu selection is a commitment for services. The District is not refunded for any days purchased but not used. The District may purchase additional days throughout the year if available.

OT/PT

OT/PT is billed twice a year. The initial Pre-bill is invoiced in October based on total IEP direct & consult minutes at 100% assuming 36 weeks of service. Itinerant minutes are billed at a rate per minute. All students, including students enrolled in SASED/DWC programs, are billed for OT/PT services. Non-IEP services (initial evaluation, problem-solving, and MTSS) are billed on a referral basis. The cost for an initial evaluation is based



on an average of 6 hours. The evaluation includes observation, standardized assessments, scoring, interpretation, write-up, meetings, and IEP meetings. MTSS Tier 2 support is based on an average of 5 hours, which includes the therapist attending team meetings to identify needs of a group of students and provide proactive and preventative approaches and strategies as part of the MTSS process. Problem solving is based on an average of 3 hours. Problem solving is MTSS Tier 3 support to identify needs and provide proactive and preventative approaches and strategies of an individual student. Equipment lease (Hoyer, gait trainers, standers) are billed based on a 10% per year rate of the total cost of the equipment. The second bill in July reflects any refund or invoices due based on actual minutes and costs.

REVENUE SOURCES

SASED receives revenue from state and federal sources.

Evidence-Based Funding (EBF)

SASED receives the hold harmless amount from the Special Ed Personnel reimbursement claimed in 2017 in the amount of \$2,799,607. EBF is allocated to programs and services based on FTE.

Transportation Reimbursement

Transportation reimbursement claims total approximately \$375,000 which is allocated back to programs based on usage.

NLSP Claim

State and National breakfast and lunch reimbursement claims are allocated back to Southeast School programs and Transition.

Medicaid Admin Outreach

SASED retains the SASED employee portion of the Medicaid Admin Outreach claim.

Medicaid Fees For Service

SASED does not retain the FFS funds generated from a student enrolled at a member district. These funds are disbursed back to member districts by Board action. SASED will retain Medicaid FFS from nonmember districts, inclusive of DWC enrollments.

Medicaid Annual Cost Settlement

The Medicaid Annual Cost Settlement is used to offset program costs and tuition rates. The Medicaid Annual Cost Settlement is allocated to the programs and services through the cost pool that generated the funds.



BILLING CYCLES FOR TUITION AND SERVICES

The following chart illustrates the billing cycle for all tuition and services. The final bill in July is based on actual cost and enrollment.

Program / Service	Invoice Date
SASED/DWC Programs	July (100%)
IST/AT	September
User Fee (Private Facility)	September
ESY	October
OT/PT	October
Itinerants (VI/HI)	October
1:1 Staffing	December
Diagnostic (Audiology)	January (Referral based July - December)
Menu of Service	February
Mid-year True-up	March
Diagnostic (Audiology)	June (Referral based January - June)
Tuition Programs/ Itinerant/OTPT/1:1 Staffing	July (Final)



September 2025:

- Confirm Focus
- Billing Cycle:
 - Service Menu Purpose
- Begin Facility Budget Conversations

October 2025:

- Continue Facility Budget Conversations
- SASED Annual Tuition Costs
 - Growth v Actual
 - Tuition Determination Options
 - Develop Recommendations
- Discuss S Fund Implications if available

November 2025:

- Continue Facility Budget Conversations
 - Begin recommendations for Board
- Share input and draft recommendations for billing cycle created by SASED
 - Provide suggestions for improvement
 - Determine next steps:
 - Recommendation for Board
 - More information needed

December 2025:

- Finalize Facility Budget Recommendations
- Finalize Billing Cycle Recommendations

January 2026:

- Review Budget Schedule
- Begin conversations with PMA regarding recommendations for facility funding options
 - Identify feedback needed from Board

February 2026:

- Continue conversations with PMA regarding recommendations for facility funding options
 - Identify feedback needed from Board
 - Begin to make recommendations for Board

March 2026:

- Continue conversations with PMA regarding recommendations for facility funding options
 - Finalize Board Recommendations
- Tentative Budget Review if available
- Administrator Contracts

April 2026:

- Address remaining facility funding questions/concerns
- Tentative Budget

May 2026:

- Tentative Budget

2025 CURRENT PROGRAM COST

STAFF

POSITION	FTE	FY25 SALARY
Admin		
ASST DIRECTOR	3	\$ 417,845.60
PROG ADMIN	8	\$ 847,130.10
EXECUTIVE DIRECTOR	1.23	\$ 220,821.94
TECH COORDINATOR	1	\$ 85,660.21
Coordinator-OT/PT	1	\$ 121,074.59
	14.23	\$ 1,692,532.43
Teachers		
APE	5	\$ 391,637.14
ART	2	\$ 146,424.16
TEACHER	62	\$ 5,005,796.54
PE Teacher	1	\$ 73,200.00
Voc	1	\$ 80,005.62
PERM SUB	5	\$ 305,953.10
	76	\$ 6,003,016.56
CENTRAL OFFICE SUPPORT		
BUS OFFICE ASST	4	\$ 311,335.60
RECEPTIONIST	1	\$ 41,596.80
ADMIN ASST	11	\$ 466,900.00
ADMIN ASST 10 MONTH	2	\$ 63,769.86
TRANSPORTATION LIAISON	1	\$ 33,218.84
EXECUTIVE ASST	1	\$ 70,119.00
MAINTENANCE MANAGER	1	\$ 66,613.05
BUS DRIVER	2	\$ 49,531.65
CUSTODIAN	1.5	\$ 62,286.00
DATA ANALYST	1	\$ 68,276.81
MEDICAID CONTRACTUAL	0.8	\$ 116,438.00
TECH SPECIALIST	2	\$ 97,335.00
Youth Services Coordinator	1	\$ 96,630.45
	29.3	\$ 1,544,051.06
SEL Support (psychs/sw/slp/bms)		
PSY	2	\$ 181,442.22
SW	9.4	\$ 833,611.44
SLP	15.47	\$ 1,308,804.47
BMS	4	\$ 407,881.64
BCBA	2	\$ 173,000.00
	32.87	\$ 2,904,739.78
VI/HI Certified Support (itinerants, audiologist)		
HI-ITIN	6	\$ 553,586.00
VI-ITIN	3.8	\$ 324,317.83
AUDIOLOGIST	1	\$ 106,630.52
O&M	4	\$ 313,897.80
T O&M	1	\$ 116,609.54
Interpreters	9	\$ 468,000.00
Prog Itinerant	1	\$ 57,173.22
	25.8	\$ 1,940,214.91
Program and 1:1 TAs/RBTs, Signing Assistants, Interpreters, including contractual		
Classroom/Signing Assistants	49	\$ 1,956,591.00
Student 1:1/Signing 1:1	114	\$ 4,608,000.00
AIDE-FOOD HANDLER	1	\$ 25,000.00
	164	\$ 6,589,591.00
Program and 1:1 MATAs		
1:1 MATA CONTRACTUAL	22	\$ 1,926,000.00
NURSE	4	\$ 379,293.00
Classroom Matas	0	
	26	\$ 2,305,293.00
OT/PT		
Occupational Therapist	46.2	\$ 3,648,429.00
Occupational Therapy Asst.	2	\$ 131,411.91
Physical Therapist	10.2	\$ 983,163.85
	58.4	\$ 4,763,004.76
SIIS/AT		
AT SPECIALIST	1.5	\$ 180,750.00
SIIS	8.83	\$ 979,993.67
	10.33	\$ 1,160,743.67
Contract Obligations		
Mileage		\$ 66,663.00

Centralized Option with 12-15 Satellites

Savings

POSITION	FTE	FY25 SALARY	
Admin			
ASST DIRECTOR	3	\$ 417,845.60	
PROG ADMIN	7	\$ 741,238.00	
EXECUTIVE DIRECTOR	1	\$ 220,821.94	
TECH COORDINATOR	1	\$ 85,660.21	
Coordinator-OT/PT	1	\$ 121,074.59	
	13	\$ 1,586,640.33	\$ 105,892.10
Teachers			
APE	5	\$ 391,637.14	
ART	2	\$ 146,424.16	
TEACHER	62	\$ 5,005,796.54	
PE Teacher	1	\$ 73,200.00	
Voc	1	\$ 80,005.62	
PERM SUB	5	\$ 305,953.10	
	76	\$ 6,003,016.56	
CENTRAL OFFICE SUPPORT			
BUS OFFICE ASST	4	\$ 311,335.60	
RECEPTIONIST	1	\$ 41,596.80	
ADMIN ASST	8.5	\$ 360,588.00	
ADMIN ASST 10 MONTH	2	\$ 63,769.86	
TRANSPORTATION LIAISON	1	\$ 33,218.84	
EXECUTIVE ASST	1	\$ 70,119.00	
MAINTENANCE MANAGER	1	\$ 66,613.05	
BUS DRIVER	2	\$ 49,531.65	
CUSTODIAN	10	\$ 415,240.00	
DATA ANALYST	1	\$ 68,276.81	
MEDICAID CONTRACTUAL	0.8	\$ 116,438.00	
TECH SPECIALIST	2	\$ 97,335.00	
Youth Services Coordinator	1	\$ 96,630.45	
	35.3	\$ 1,790,693.06	\$ (246,642.00)
SEL Support (psychs/sw/slp/bms)			
PSY	2	\$ 181,442.22	
SW	7	\$ 620,774.47	
SLP	13	\$ 1,099,835.60	
BMS	4	\$ 407,881.64	
BCBA	2	\$ 173,000.00	
	28	\$ 2,482,933.93	\$ 421,805.85
VI/HI Certified Support (itinerants, audiologist)			
HI-ITIN	6	\$ 553,586.00	
VI-ITIN	3.8	\$ 324,317.83	
AUDIOLOGIST	1	\$ 106,630.52	
O&M	4	\$ 313,897.80	
T O&M	0.5	\$ 80,300.00	
Interpreters	7	\$ 385,000.00	
Prog Itinerant	1	\$ 57,173.22	
	23.3	\$ 1,820,905.37	\$ 119,309.54
Program and 1:1 TAs/RBTs, Signing Assistants, Interpreters, including contractual			
Classroom/Signing Assistants	98	\$ 3,353,000.00	70 Direct Hire- 28,700 70 Direct
Student 1:1/Signing 1:1	20	\$ 960,000.00	48 Contract - 48000
AIDE-FOOD HANDLER	3	\$ 75,000.00	Direct Hire
	121	\$ 4,388,000.00	\$ 2,201,591.00
Program and 1:1 MATAs			
1:1 MATA CONTRACTUAL	6	\$ 576,000.00	6 contract
NURSE	3	\$ 284,470.08	
Classroom Matas	8	\$ 520,000.00	8 Direct
	17	\$ 1,380,470.08	\$ 924,822.92
OT/PT			
Occupational Therapist	40	\$ 3,158,800.00	
Occupational Therapy Asst.	2	\$ 131,411.00	
Physical Therapist	8	\$ 674,719.00	
	50	\$ 3,964,930.00	\$ 798,074.76
SIIS/AT			
AT SPECIALIST	1.5	\$ 180,750.00	
SIIS	9	\$ 998,860.80	
	10.5	\$ 1,179,610.80	\$ (18,867.13)
Contract Obligations			
Mileage		\$ 30,000	

Overtime/Internal Sub	\$ 149,840.00
External Sub	\$ 76,143.00
OT- All hourly (Missed Plan/Additional Time/Moving Room)	\$ 63,289.00
	\$ 355,935.00
Facility Needs	
Classroom Rentals	\$1,097,000
ESY Rentals	\$34,000
District Office Rental	\$619,487
Moving Costs (summer help, truck rental, masking tape, boxes)	\$25,000
Storage for moving Cost (PODS)	\$867
	\$ 1,776,354.00
Technology	
Printer ink/toner	\$17,875
Copiers	\$55,323
	\$73,197
Operational Costs	
Uniforms for custodians	\$ -
Property Services (Amber Mechanical, Snow Rem)	\$ 43,962.00
Elevator Care Plan	\$ -
Pest Control	\$ 1,400.00
Sanitation/Trash	\$ 3,600.00
Water	\$ 780.00
Fire Sprinkler Inspections	\$ 3,600.00
Lawn Care	\$ 8,400.00
Security System	\$ 3,085.00
CLIC	\$ 69,445.00
Cyber Security	
Electricity	\$ 96,000.00
Gas	\$ 8,400.00
Service Calls (plumbing, electrical, generator)	
Playground inspection	\$ 238,672.00
Sq Footage SE	28,832 SQ FT

Overtime/Internal Sub	\$100,000
External Sub	\$77,000
OT- All hourly (Missed Plan/Additional Time/Moving Room)	\$30,000
	237,000\$ \$ 118,935.00
Facility Needs	
Classroom Rentals	\$375,000
ESY Rentals	
District Office Rental	
Moving Costs (summer help, truck rental, masking tape, boxes)	\$10,000
Storage for moving Cost (PODS)	\$385,000 \$ 1,391,354.00
Technology	
Printer ink/toner	\$5,000
Copiers	\$55,323
	\$60,323 \$12,874
Operational Costs	
Uniforms for custodians	ESTIMATES \$20,000.00
Property Services	\$100,000.00
Elevator Care Plan	\$10,000.00
Pest Control	\$4,000.00
Sanitation/Trash	\$14,000.00
Water	\$4,000.00
Fire Sprinkler Inspections	\$12,000.00
Lawn Care	\$25,000.00
Security System	\$5,000.00
CLIC	\$90,000.00
Cyber Security	\$25,000.00
Electricity	\$400,000.00
Gas	\$35,000.00
Service Calls	\$20,000.00
	\$764,000.00
	\$ (525,328.00)
SQ Footage	110,000

TOTAL SAVINGS \$5,303,822.49

Aide Costs:
Direct Hire: \$28,700
Contracted: \$48,000

2025
Direct Hire: 64 \$ 1,836,800.00
Contracted: 96 \$ 4,608,000.00
\$ 6,444,800.00

2026
Direct Hire: 70 \$ 2,009,000.00
Contracted: 48 \$ 2,304,000.00
\$ 4,313,000.00

20 Additional Classrooms
Direct Hire: 70 \$ 2,009,000.00
Contracted: 83 \$ 3,984,000.00
\$ 5,993,000.00