



**DUPAGE/WEST COOK BOARD**  
**MINUTES – February 9, 2023**  
**LOCATION: SASSED Administrative Center**  
**2900 Ogden Avenue**  
**Lisle, IL 60532**

Dr. Jimmy Gunnell, Chairperson, called the meeting to order at 10:14 am. During roll call, the following members answered present:

AERO – Dr. Jimmy Gunnell	Districts 86 & 181 – Tammy Prentiss
CASE – Dr. Mary Furbush	District 99/Cook – Elizabeth Dejewski
LASEC – Kevin Wolf	District 203 – Lisa Xagas
NDSEC – Jim Nelson	District 204 – Christine Sepiol
PAEC – Michael James	
SASED – Dr. Mindy McGuffin	

The following members were present after the roll call:

LADSE – Dr. Ellie Ambuehl

The following members were absent:

District 97 – Eboney Lofton  
District 200/Cook – Andrea Neuman  
District 200/DuPage – Erica Ekstrom  
District 201/Cook – Timothy Truesdale

The following non-voting members were present:

The following non-voting members were absent:

District 80 – Peter Masters  
District 81- Tiffany Leiva  
District 89 – Susan Bement  
Districts 90, 91, 98 & 100 – Margaret Turner  
District 123 – Sheleah Blisset  
District 401 – Stephanie Daly

The following Parent members were present:

The following Parent members were absent:

VI/Cook – Alana Rybak  
DHH/DuPage – Rachel Heneghan

Also, present:

Matthew Layton Coordinator, DuPage/West Cook  
Don Robinson, Treasurer, DuPage/West Cook  
Chris Miller, Recording Secretary

**APPROVAL OF THE AGENDA**

*Dr. Mary Furbush moved, and her motion was seconded by Kevin Wolf to approve the agenda as is.*

**VOICE VOTE**

**MOTION CARRIED**

**APPROVAL OF THE SEPTEMBER BOARD MINUTES**

*Dr. Mary Furbush moved, and her motion was seconded by Jim Nelson to approve and accept the September 15, 2022, meeting minutes.*

**VOICE VOTE**

**MOTION CARRIED**

**APPROVAL OF THE NOVEMBER BOARD MINUTES**

*Quorum was not met. November 10, 2022 are informational minutes only and do not require Board signatures.*

**INTRODUCTIONS/GUESTS**

- Carrie Morfoot - LADSE DHH Program Coordinator
- Tara Corral – SASED DHH Program Administrator
- Amy Gebre – SASED VISION Program Administrator
- Jackie Bogan – LADSE Business Manager
- Natalie Heinrich – CASE Low Incidence Coordinator

**PUBLIC PARTICIPATION**

There was no public participation

**COORDINATOR’S REPORT**

Matthew Layton presented “Defining Excellent Instruction and Learning Environments”. The presentation discussed effective classrooms, learning walkthroughs, promoting teacher growth and development, along with program & curriculum updates.

**DHH & Vision Quarterly Overview**

The DHH Program will have 2 students moving on to high school and 2 students returning to their resident district. The Program has 5 new referrals for the FY24 year. DHH activities consisted of Hinsdale South HS play and introduction of more life skills activities at the JH. Professional Development - ITDHH conference, Pre-K/K Conference, iReady Training, Phonak and Lurie Children’s Hospital – hearing Technology, CID-Focus on language, SIIS Team – AT and AAC and SASED Wide Curriculum walkthroughs. DHH has added a new EC classroom with 1 being auditory/oral and the other 2 communication.

Vision Program reported that its likely they will have 4 new students. Activities for Vision included: Lion’s Club Holiday Party, Spring ISRC Leadership Event (attended by 4 HS students), Low Vision Clinic (1 completed/1 scheduled) and Transition Students will be working at the Illinois Vision Conference (AER). The Program announced they are back to weekly community-based instruction, O&M lessons in home communities and expansive transportation training and an increase in vocational sites.

The DHH Program at HSHS will have 2 students coming from the JH, 9 students moving on to the Transition Center, while 4 students will age out of the Transition Program. There will be 4 students graduating and accepting their diplomas from HSHS. Activities this quarter included: Deaf Drama’s “Home Shopping Studios Live” (100 students attending/55 staff attending), JrIAD Trips to Chicago Park District teen holiday Party and in-school events, Academic Bowl (qualified for Regionals in Austin Texas), Special Olympics basketball (take 3<sup>rd</sup> at Regional) and the Transition Center will be selling plants at the LaGrange Farmer’s Market. The Program has had 6 new students since the beginning of the school year, the new Transition

Center is up and running and the trial of a new digital emergency notification system for classrooms is in progress.

**Student Enrollment for Low-Incidence Programs**

February 1, 2023	SASED - DHH # of Students EC – 8 <sup>th</sup> Grade	SASED - Vision # of Students EC - Transition	LADSE - DHH # of Students High School/Transition	
DWC Member Districts	36	40	43	10
Non-DWC Member Districts	1	18	8	3
<b>Total</b>	<b>37</b>	<b>58</b>	<b>51</b>	<b>13</b>
	<b>SASED: 95</b>		<b>LADSE: 64</b>	

**2023-2024 Staffing Patterns Summary**

SASED’s projected enrollment in the **Deaf/Hard of Hearing** program for the fall is approximately 46, which is a decrease in enrollment by 4 students. Staff is projected as follows: DHH teachers will remain the same, class aides will not change, 1:1 aides will increase by 1, Interpreters will stay the same and OT/PT staff will not increase.

Hinsdale South High School’s **Deaf/Hard of Hearing/Transition** projected enrollment is 55, which is an increase in enrollment by 8 students. Staff is projected as follows: No change in the teachers, no change in classroom aides and an increase of 3 for 1:1 aides. Interpreters will decrease by 1 and OT/PT will stay the same.

SASED’s projected enrollment in the **Vision Impaired** program is 62, which is a decrease in enrollment of 6. Staff is projected as follows: A decrease of 1 teacher, classroom aides remain the same and a decrease of 2 1:1 aides.

**FINANCIALS**

**Treasurer’s Report**

*Dr. Ellie Ambuehl moved, and her motion was seconded by Michael James to accept the Treasurer’s Report ending October 31, 2022 with a balance of \$15,338.77.*

**VOICE VOTE**

**MOTION CARRIED**

*Dr. Ellie Ambuehl moved, and her motion was seconded by Michael James to accept the Treasurer’s Report ending January 31, 2023 with a balance of \$15,487.80.*

**VOICE VOTE**

**MOTION CARRIED**

**SASED/LADSE/DWC Summary of Budgets for Fiscal Agent and Operating Entities**

**SASED FY24 Budget Process & Assumptions**

SASED’s goal is to provide excellent services to each student. To retain quality programming, a commitment to measurable student growth and ensure compliance with all students’ IEP needs/requirements and a continued pursuit of efficiencies around class sizes and clustering locations while being mindful of transportation times.

The SASSED Program Administrators develop preliminary counts for all tuition programs and services. Program Administrators meet with HR to jointly develop staffing levels. Cabinet makes final determination on room leases and space usage. Budget assumptions are presented for approval at SASSED's joint January Board Meeting. SASSED's business office prepares a budget for review.

**Assumptions/Revenues** - Projected increase for FY24 will be at 5% for tuition programs, one-to-one staff, school improvement assisted technology and OT/PT.

**Transportation Reimbursement** – This revenue source is approximately \$350,000. It requires an annual claim in the year funds are spent and then reimbursement is received in the year following the claim.

**Evidenced Based Funding** – SASSED receives a hold harmless payment based on the FY16 Personnel Reimbursement distribution and uses the same formula to apply those funds to offset DWC programs.

**Out of District Fees** – Non-DWC districts can place students in the Visually Impaired or Deaf /Hard of Hearing programs subject to availability. Non-members pay a \$10,000 tuition surcharge for each student who attends. These fees reduce tuition costs. These fees will continue for the FY24 school year.

**Assumptions/Expenditures** –

**Budgeted Wages & Benefit Increases** – Certified staff collective bargaining unit settled a new contract this past year. The classified staff collective bargaining unit is in its last contract year. Labor costs are still being impacted by increased use of staffing agencies in place of direct hires for some positions. Hiring direct staff for open positions remains a top priority. Certified Staff – per new contract, applied to base 2.0%, Non-Certified, OT/PT and all other groups TBD.

**Benefits** – Medical & Dental Insurance Rates

SASSED had varying claims experiences in its health and dental insurance plans. For the 2023 calendar year there was an increase in medical insurance and a decrease in dental insurance.

**Facilities** – The 10-year life safety survey and several specific high priority needs identified by the architect are to be reviewed. Specific projects for the summer of 2024 will be reviewed this spring by the finance committee.

**BUDGETED TUITION INCREASES –**

Deaf/Hard of Hearing	43 students	5.0% increase in tuition
Visually Impaired	55 students	5.0% increase in tuition
ESY		0% increase in tuition

**BUDGETED SERVICE FEE INCREASES -**

1:1 Classroom Aide	5.0% increase
1:1 Interpreters	5.0% increase
1:1 Medical Assistant	5.0% increase

**LADSE FY24 Budget Process & Assumptions**

A review of existing staffing patterns is completed by the Program Coordinator & reviewed by the LADSE Administration. Input is received from SASSED & districts outside of DuPage/West Cook regarding the number of incoming freshmen. In addition, consultations with DHH elementary staff regarding incoming freshman assist in establishing staffing changes in order to meet student IEP needs.

The LADSE Finance Committee reviews & approves the budget assumptions to allow for the development of the budget. Budget assumptions include the initial projected tuition & fee rate increases. The LADSE Directing Board reviews & approves the Finance Committee's recommendations. Lastly, LADSE's business office completes the development of the budgets for the tuition & fee programs.

LADSE’s goal is to meet the needs of each student; seek efficiencies in program staffing patterns; maintain programs that provide positive outcomes for each student; and emphasize a process of continual cost review to find efficiencies.

**Tuition Programs – Standard Classroom Enrollment**

- 10 student “standard” enrollment
- Modifications to “standard” enrollment can occur for:
  - Meeting credit requirements for graduation of course/class (F, S, Jr, Sr and 12+)
  - Maintain a high-quality curriculum (Common Core driven)
  - Address the goals of the Transition Plan & IEP
  - Specialized programming for specific disabilities as indicated in student IEP’s

**Service Programs – SLP, OT/PT, SW, Voc**

- Staff caseloads are scrutinized to find efficiencies.

**Assumptions/Expenditures – Compensation, Benefits, Staffing**

**Compensation – Certified Bargaining Unit**

LADSE is in the Fifth year of a five-year contract. A 3% salary increase is the agreed upon increase FY23. In addition, staff members will contribute 21% of the total health/dental insurance premium in each insurance level for PPO coverage.

For non-CBA employees, a 3% salary increase will be used as a placeholder until further direction from LADSE’s Directing Board.

**Benefits** – The budget was developed based upon an 8% projected blended rate increase for the cost of health & dental insurance. This is a decrease from FY23 due to continued market increases.

**Staffing** – The budget includes 32.00 FTE, increased by .6 FTE from FY23. The staffing is up slightly due to increased enrollment. The student enrollment is anticipated to be slightly to 55.

**Contractual Services – Operating & Maintenance**

- District 86 lease agreement
- Transition Center lease agreement
- PACE Van lease agreement

**Educational Equipment –**

This line item includes technology equipment used in classrooms. \$5,000 for Chromebooks for incoming Freshman, aligning with the 1:1 initiative D86 has implemented.

**Classroom Supplies –**

This budget line item at \$9,500 which includes instructional materials used to develop and provide student curriculum, supplies to maintain classroom space, costs associated with community activities for students.

**Assumptions/Revenues – State General State Aid & Transportation Reimbursement**

With the new Base Funding Minimum, LADSE will be subject to less per person funding because overall FTE has increased. Transportation reimbursement is prorated at 85%. Non-Member surcharge is \$5,000 per student.

**BUDGETED TUITION & FEE RATES – Tentative Tuition Rates**

Deaf/Hard of Hearing	55 students	-2.6% decrease in tuition
ESY	17 students	2.27% increase in tuition
1:1 Signing Aide	5 students	3.00% increase in tuition

**OTHER DISCUSSION**

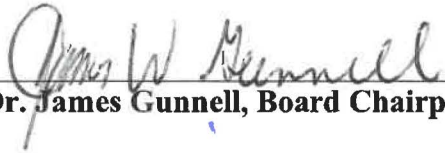
A new Board Contact List was dispersed as there is a new member for District 200/Cook. The Term Renewal List was also discussed as there will be 4 members that are up for renewal.

Jim Nelson asked that there be further discussion at the May DWC Board meeting in regards to the DuPage West Cook Funds.

**ADJOURNMENT**

*Dr. Mary Furbush moved, and her motion was seconded by Michael James to adjourn the meeting.*

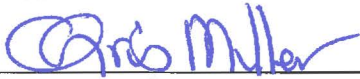
The meeting was adjourned at 11:06 am.



**Dr. James Gunnell, Board Chairperson**



**Dr. Ellie Ambuehl, Board Secretary**



**Chris Miller, Recording Secretary**