



**Finance Committee Meeting
September 6, 2023
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
5:30 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Nomination of Chairperson Pro-Tempore**
3. **Election of Finance Committee Chairperson**
4. **Election of Finance Committee Vice Chairperson**
5. **Action Items**
 - a. Approve the Meeting Minutes from the April 19, 2023 Meeting
6. **Discussion Items**
 - a. SASED Financial Structure
 - 1) Research and explore various Cooperative financial structures (advantages and disadvantages)
 - 2) Research and explore various Cooperative Billing Procedures (advantages and disadvantages)
 - 3) Research and examine various billing models
 - a) OT-PT
 - b) Audiology
 - c) Menu of Services
 - d) Other
 - b. Research and examine Cooperative Budget development processes
 - c. SASED Fund Balance
 - d. Health Life Safety Work and HVAC Work at Southeast School
 - e. All Finance Committee meetings will be held at the SASED Administrative Office, upper level Boardroom, 2900 Ogden Avenue, Lisle, IL 60532, at 5:30 PM, on the following dates:
 - September 6, 2023
 - December 6, 2023
 - February 7, 2024
 - April 10, 2024
 - May 8, 2024
 - June 12, 2024
7. **Adjournment**

SINGLE NOMINATION—CHAIRPERSON

If there is only one nomination, the chairperson pro-tem may recognize the election without asking for votes.

Chairperson pro-tem: *“Nominations are now in order for the office of chairperson.”*

Member: *“I nominate _____.” (seconds not needed)*

Chairperson pro-tem: *“_____ is nominated. Are there any other nominations for the office of chairperson?”*

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of chairperson are closed.”*

*“_____ being the only candidate nominated for the office of chairperson, the chair pro-tem hereby declares **him/her** elected by acclamation and directs the board secretary to record so in the minutes.”*

SINGLE NOMINATION—VICE CHAIRPERSON

If there is only one nomination, the chairperson pro-tem may recognize the election without asking for votes.

Chairperson pro-tem: *“Nominations are now in order for the office of vice-chairperson.”*

Member: *“I nominate _____.” (seconds not needed)*

Chairperson pro-tem: *“_____ is nominated. Are there any other nominations for the office of vice-chairperson?”*

Chairperson pro-tem: *“Hearing no further nominations, the nominations for the office of vice-chairperson are closed.”*

*“_____ being the only candidate nominated for the office of vice-chairperson, the chair hereby declares **him/her** elected by acclamation and directs the board secretary to record so in the minutes.”*



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**FINANCE COMMITTEE MEETING
April 19, 2023 - 5:30 PM
SASED Administrative Center
2900 Ogden Avenue, Lisle, IL 60532**

MEETING MINUTES

1. Call to Order/Roll Call

Dr. Matt Rich called the meeting to order at 5:32 PM and welcomed those in attendance. Roll call was taken with the following responding:

Present:	District	Representative
	Winfield SD 34	Dr. Matt Rich
	Maercker SD 60	Sue Caddy
	Woodridge SD 68	Thomas Ruggio
	Westmont CUSD 201	Leah Conover
Absent:	Benjamin School District 25	
	Salt Creek School District 48	

Also in Attendance:

Dr. Mindy McGuffin, Executive Director, SASED
David Sellers, Business Consultant, SASED
Senga Lowe, Board Recording Secretary, SASED

2. Approval of Minutes from February 8, 2023 Finance Committee Meeting

Motion was made to approve the Minutes from the February 8, 2023 Finance Committee Meeting. This motion was made by Member Conover and seconded by Member Ruggio, with all members voting Aye. Item was passed.

3. Tuition Billing

Mr. Sellers led the discussion and referenced where SASED sits, respective to other area cooperatives, in regards to their tuition billing process. Dr. Rich recommended adding a 17% increase to the services prebill if recommending to District CSBO's. Dr. Rich requested that SASED present to the Board of Directors, that SASED has refunded \$521,003 back to districts. That would address the concern of a large fund balance.

Next Steps: Continue discussion.

4. OT-PT Billing

Mr. Sellers discussed the current OT-PT billing process. Detailed questions were asked about how we currently bill. Dr. Rich suggested that we look at the feedback from the DA/CSBO Meeting in March and consider adding a 3rd area for billing that separates out psych, speech therapy and 1-to-1 assistants. Basic billing should include a base number of hours for services and then a 2nd level for extra services beyond the base number of hours. Districts would prefer an actual calculation of anticipated number of hours to be used.

Motion was made by Dr. Rich to adjourn meeting at 6:25pm and seconded by Mr. Ruggio. Dr. McGuffin asked

that we not adjourn, but suggested a 10-minute recess instead. Committee agreed and reconvened meeting at 6:40 pm.

Dr. McGuffin led continued discussion. Several billing proposals were discussed. Committee proposed to split OT-PT services, except 1-to-1 aides, into two areas (194 and 134), take the FTE and place into 194 and then bill 134 into program tuition. Then bill the extra 20% by FTE.

Ms. Conover asked how do we end SY22-23 and the deficit for OT-PT? How do we move forward? She suggested creating a tuition supplement bill based on the OT-PT deficit to each program for the next two years, which would then balance out the deficit.

Next Steps: Continue to look at how to create efficiencies in the OT-PT billing process

5. March Monthly Progress Statement and Preliminary 23-24 Budget

Dr. McGuffin presented and no questions were asked by the Committee. Recommendation was made to bring to the Board of Directors for approval to send to the Governing Board in June

Next Steps: Bring recommendation to the Board of Directors.

6. Legal and Architect Fee Increases

Committee asked when the last time SASSED’s Architect and Legal teams were reviewed. Recommended the fee increase be approved by the Board of Directors, but that we discuss an RFP for these services in the future.

Next Steps: Bring recommendation to the Board of Directors in May for approval.

7. Review of Budget Preparation Materials previously distributed in February

Committee had no questions.

8. SASSED Vehicles Purchase

Dr. McGuffin discussed the need for SASSED to purchase 5 vans. Committee suggested that we research maintenance/service costs and consider Midwest as the services, and First Student or Sunrise as the maintenance provider. Recommendation was made to bring to the Board of Directors for approval in May.

Next Steps: Bring recommendation to the Board of Directors in May for approval.

9. SASSED Recruitment Plan

Dr. McGuffin gave a brief overview of the recruitment plan for the 23-24 school year.

10. Adjournment

Dr. Rich called to adjourn meeting at 8:22 PM, with all members present voting Aye.

Approved:

Finance Committee Representative **Date**

Signature **Date**
BOD Chairperson

Signature **Date**
BOD Secretary



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Finance Committee
From: Jimmy Gunnell and Jim Nelson, Co-Executive Directors
Date: September 6, 2023
Re: Life Safety at Southeast School

Purpose:
 Follow up information on Health life safety and HVAC work at SE

Background:

SASED has received a school maintenance grant for \$50,000 in matching funds to complete items M1, M2 and M3. These are priority b items and are to be completed within five years from October 2019 making Summer of 2024 the deadline.

The following items in orange are Life Safety items that are targeted to be addressed within five years. The boxes below in green and blue are work that complement M1-M3 and may be prudent to do all at one time to avoid pulling off sections of the roof twice.

	Locations, Room No.	Issue or Violation	Recommendation	Units of measure	Quantity	Estimated Construction Cost*	Life Safety Priority	Time Period
SASED Projects								
M-1	Northeast Wing	The Corridor in the addition is being used as a return air plenum.	Create plenum area above ceiling and duct return from rooftop unit and classrooms from plenum.	LS	1	\$45,000.00	b	One
M-2	Throughout older section of facility	There is wood construction in return plenum area above ceiling. Areas where there is wood present should have ducted return.	Add return ductwork to areas that have wood in plenum.	LS	1	\$85,000.00	b	One
M-3	Cafeteria	Fire Dampers are required in return/transfer openings at storage rooms.	Install fire Dampers in wall penetrations.	EA	2	\$15,000.00	b	One

MM-1	Rooftop Units 1 through 3 - Engineered Air Units	Existing gas fired rooftop units are over 15 years old and showing signs of deterioration. Corrosion and cracking of heat exchangers will result in products of combustion entering building.	Replace existing rooftop units with new equipment.	EA	3	\$1,200,000.00	c	Two
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AM-4	Roof Areas 3.1, 3.2, 5.0, 6.0	Roof areas 3.1, 3.2, 5.0, and 6.0 are severely aged, and will reach the end of their useful life within two to four years.	Remove and replace within two to four years.	SF	5,550	\$260,000.00	c	Two
AM-5	Roof Areas 8.2, 9.0	Roof areas 8.2 and 9.0 are in fair condition but are experiencing normal aging, and will reach the end of their useful life within four to eight years.	Remove and replace within four to eight years.	SF	2,400	\$110,000.00	c	Three

Attached is additional information from AMSCO and ARCON regarding the Health Life Safety work and the current HVAC units.

Recommendation: Recommend to the Board of Directors at the September 20, 2023 meeting to complete items M1-M3 in the summer of 2024.



To: Finance Committee

From: Rachel Wisniewski, Director of Business Services

Date: September 6, 2023

Re: Health/Life Safety at Southeast: HVAC, Roofing, and Plenum

Purpose: To inform the Finance Committee of HLS status and upcoming work

Background: The current Health/Life Safety survey and long-range plan include architectural items, roof repair, rooftop HVAC replacement, and plenum work. The remaining work, all mechanical, is recommended to be done as a single project. Doing the work at the same time would be more cost-effective and would also result in the building being out of service for one summer rather than two. ESY and Credit Recovery would both need to be relocated. This work, if done in Summer 2024, requires we begin planning due to the lead times for relocating ESY, bid process, and acquiring the mechanical systems. A rough estimate of the project cost is \$2.2 million. \$1.6 million of the construction cost is included in the FY24 approved budget. The administration recommends using the balance in the O&M fund, revenues estimated in the amount of \$200,000 generated from the Building Assessment fee, and \$50,000 from the School Maintenance Grant for the funding of this project. Reserves from the Education Fund will be transferred to cover the remaining costs. The balance in the O&M fund as June 30, 2023 was \$531,865. Below is a cost estimate table using data shared by our architect on August 31, 2023.

Item	Cost Estimate
M-1 Plenum	45,000
M-2 Plenum	85,000
M-3 Plenum	15,000
Rooftop Units	1,200,000
Roof Replacement Areas 3.1, 3.2, 5.0, 6.0	260,000
Add inflation	112,350
Contingency- 10%	171,735
Architectural Fees- 8%	137,388
Total Project Estimate	2,026,473

LIFE SAFETY/FACILITY SURVEY

School: SE Alternative School
 District: SASED
 Date: August 30, 2023

Survey Year- 2018



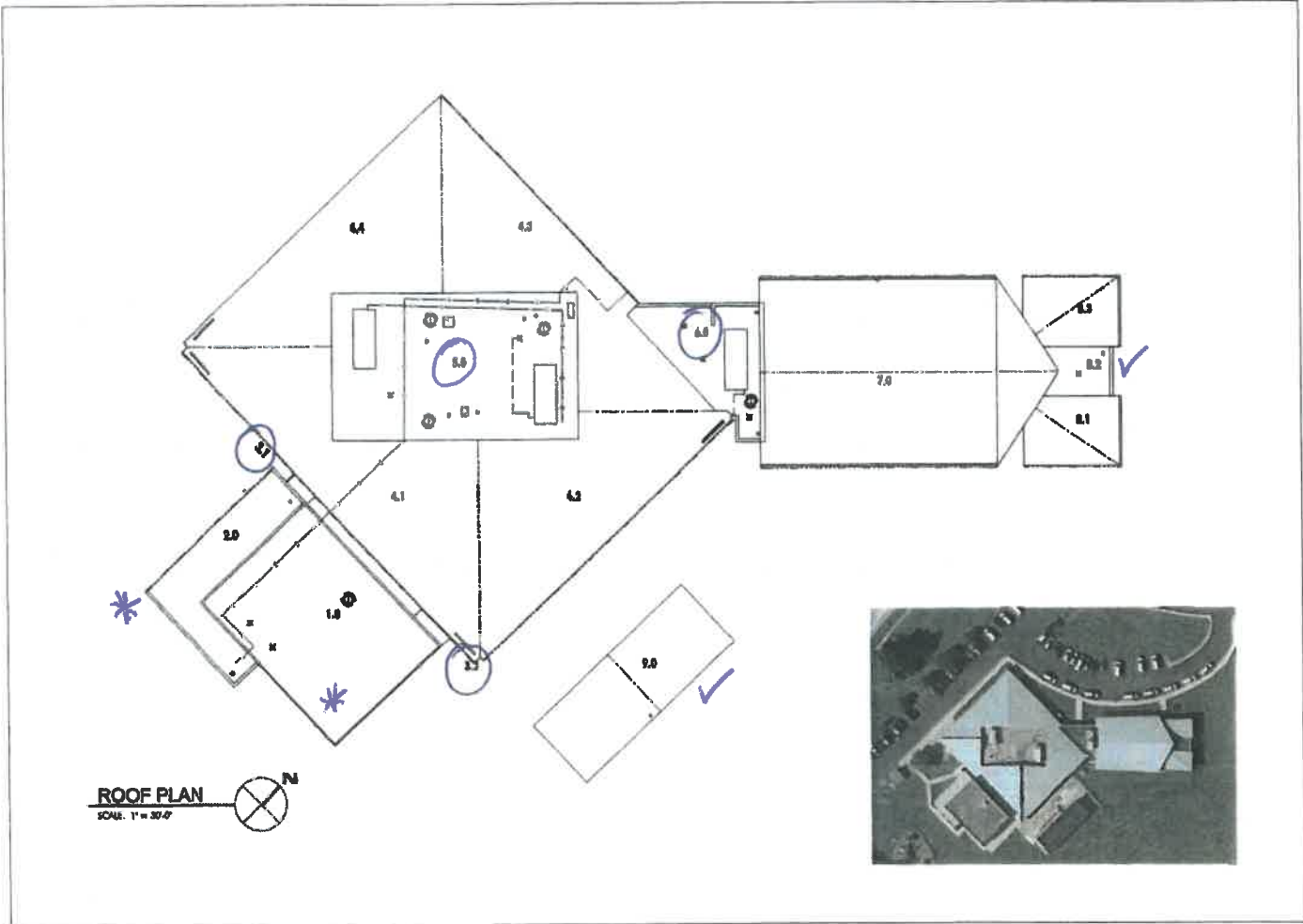
Legend:

Life Safety Items
Long Term/Maintenance Items
Best Practice

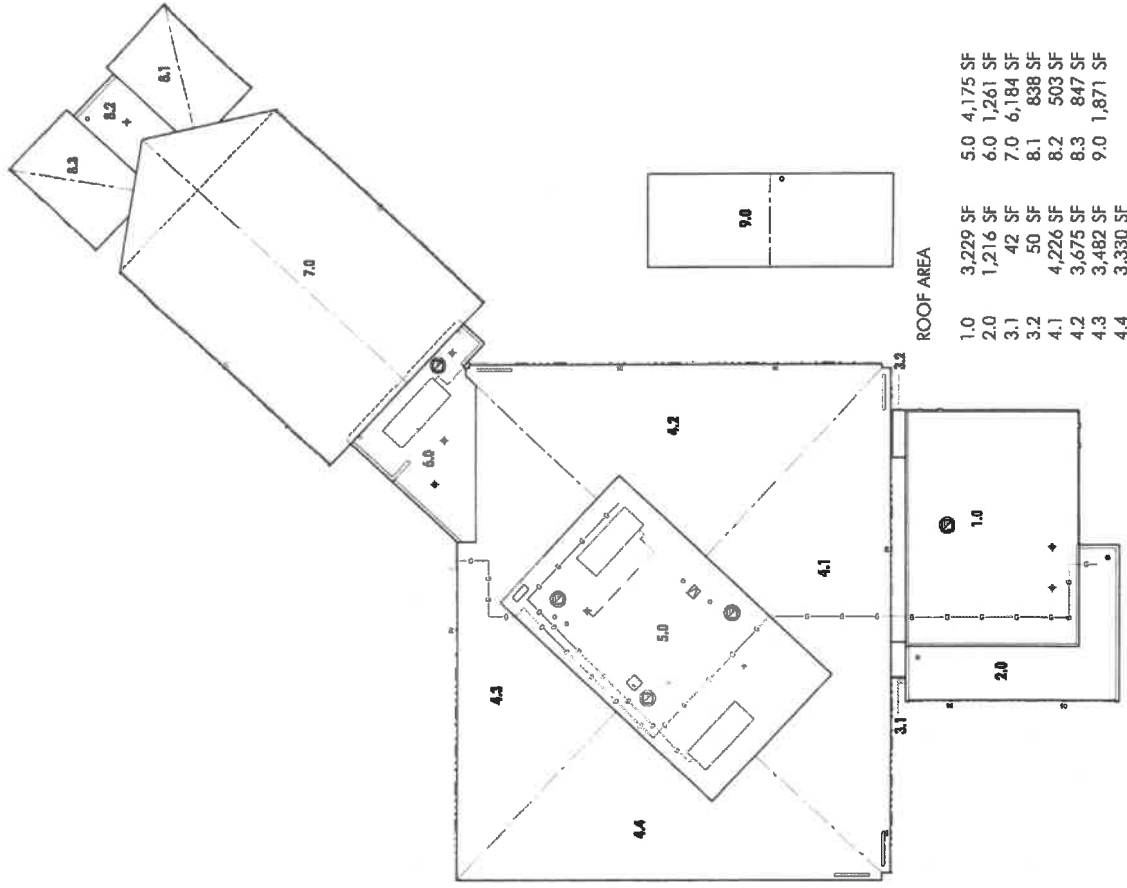
Priority a = must do (complete within 1 year)
 Priority b = must do (complete within 5 years)
 Priority c = (not required by state)

	Locations, Room No.	Issue or Violation	Recommendation	Units of measure	Quantity	Estimated Construction Cost*	Life Safety Priority	Time Period
SASED Projects								
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M-2	Throughout older section of facility	There is wood construction in return plenum area above ceiling. Areas where there is wood present should have ducted return.	Add return ductwork to areas that have wood in plenum.	LS	1	\$85,000.00	b	One
M-3	Cafeteria	Fire Dampers are required in return/transfer openings at storage rooms.	Install fire Dampers in wall penetrations.	EA	2	\$15,000.00	b	One
MM-1	Rooftop Units 1 through 3 - Engineered Air Units	Existing gas fired rooftop units are over 15 years old and showing signs of deterioration. Corrosion and cracking of heat exchangers will result in products of combustion entering building.	Replace existing rooftop units with new equipment.	EA	3	\$1,200,000.00	c	Two
AM-4	Roof Areas 3.1, 3.2, 5.0, 6.0	Roof areas 3.1, 3.2, 5.0, and 6.0 are severely aged, and will reach the end of their useful life within two to four years.	Remove and replace within two to four years.	SF	5,550	\$260,000.00	c	Two
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*Construction Cost have been updated to reflect inflation for 2024 construction. Cost does not include A/E Fees and Contingencies



* 2019-completed



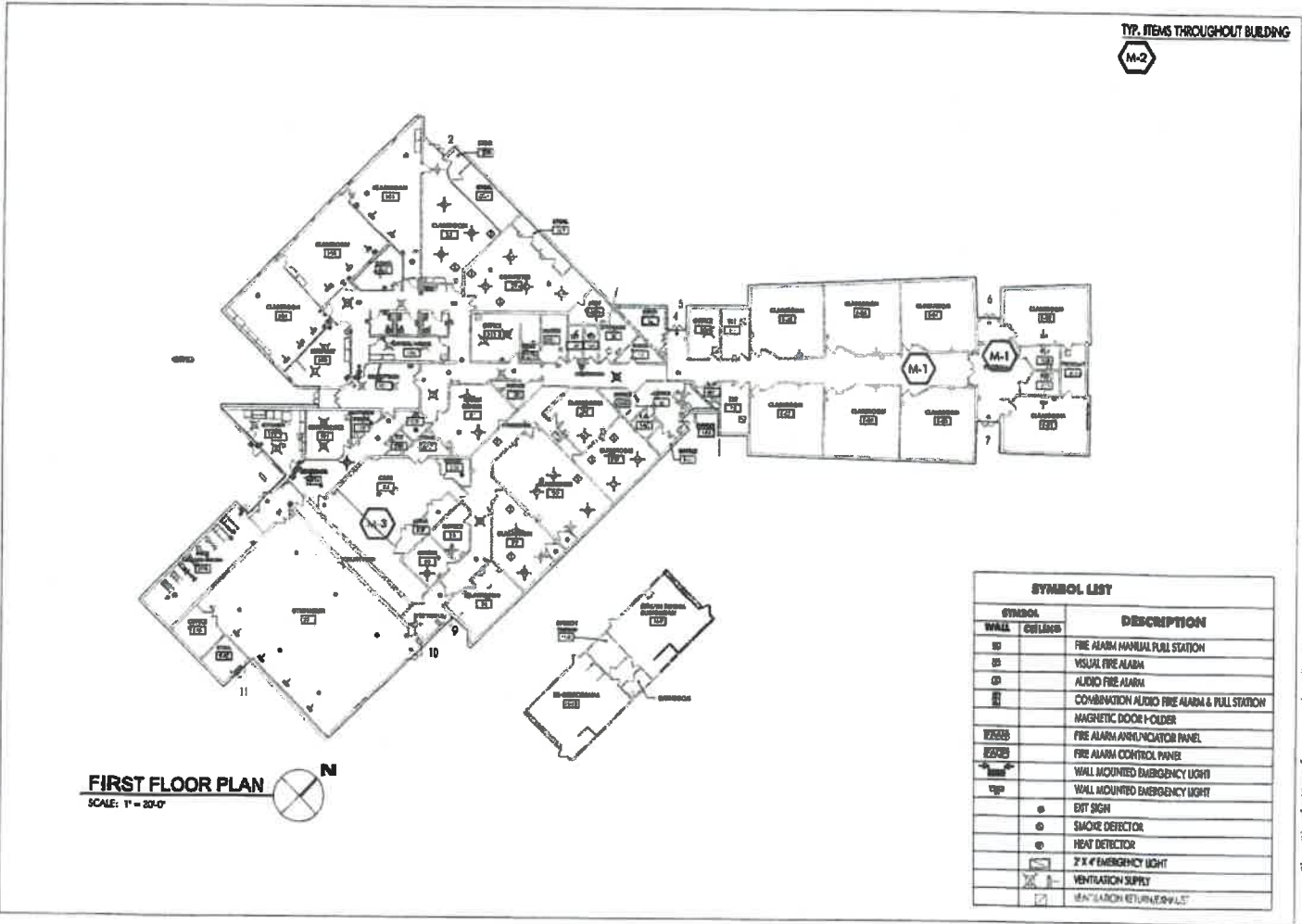
SYMBOL LEGEND

14	ROOF AREA DESIGNATION	□	ROOF HATCH
15	GENERAL ROOF SIZES	⊙	EXHAUST FAN
16	ROOF DOME SIMPLE	⊕	CLIMB
17	PRIMARY ROOF DRAIN	⊖	BUCKET
18	ROOF DRAIN AND STOP	⊗	WELLSHIRT
19	SECONDARY ROOF DRAIN	⊘	RTU (CZRM)
20	TRUSS-HALL CORNER	⊙	RTU (HALL)
21	GUTTER & DOWNSPOUT	⊙	MECH.
22	PLUMBING VENT	⊙	MECH.
23	PIPE STACK	⊙	PITCH MARK
24	ROOF AREA DESIGNATION	⊙	ROOF EXTERIOR JUMP
25	GENERAL ROOF SIZES	⊙	ROOF AREA FINISH
26	ROOF DOME SIMPLE	⊕	ROOF SCHEDULE SIGN
27	PRIMARY ROOF DRAIN	⊖	ROOF LATCH
28	ROOF DRAIN AND STOP	⊗	STRUCTURE BELOW ROOF OVERHANG
29	SECONDARY ROOF DRAIN	⊘	VALLEY LINE
30	TRUSS-HALL CORNER	⊙	ROOF LINE
31	GUTTER & DOWNSPOUT	⊙	ONE PITCH
32	PLUMBING VENT	⊙	ELECTRICAL CONDUIT
33	PIPE STACK	⊙	CONCRETE LINE
		⊙	PIPE CURB CORNER



ARCON
 S.A.S.E.D. Central Office/Southeast Alternative School
 Roof Survey Report
 Project No. 16087

September 30, 2016



FIRST FLOOR PLAN
SCALE: 1" = 20'-0"



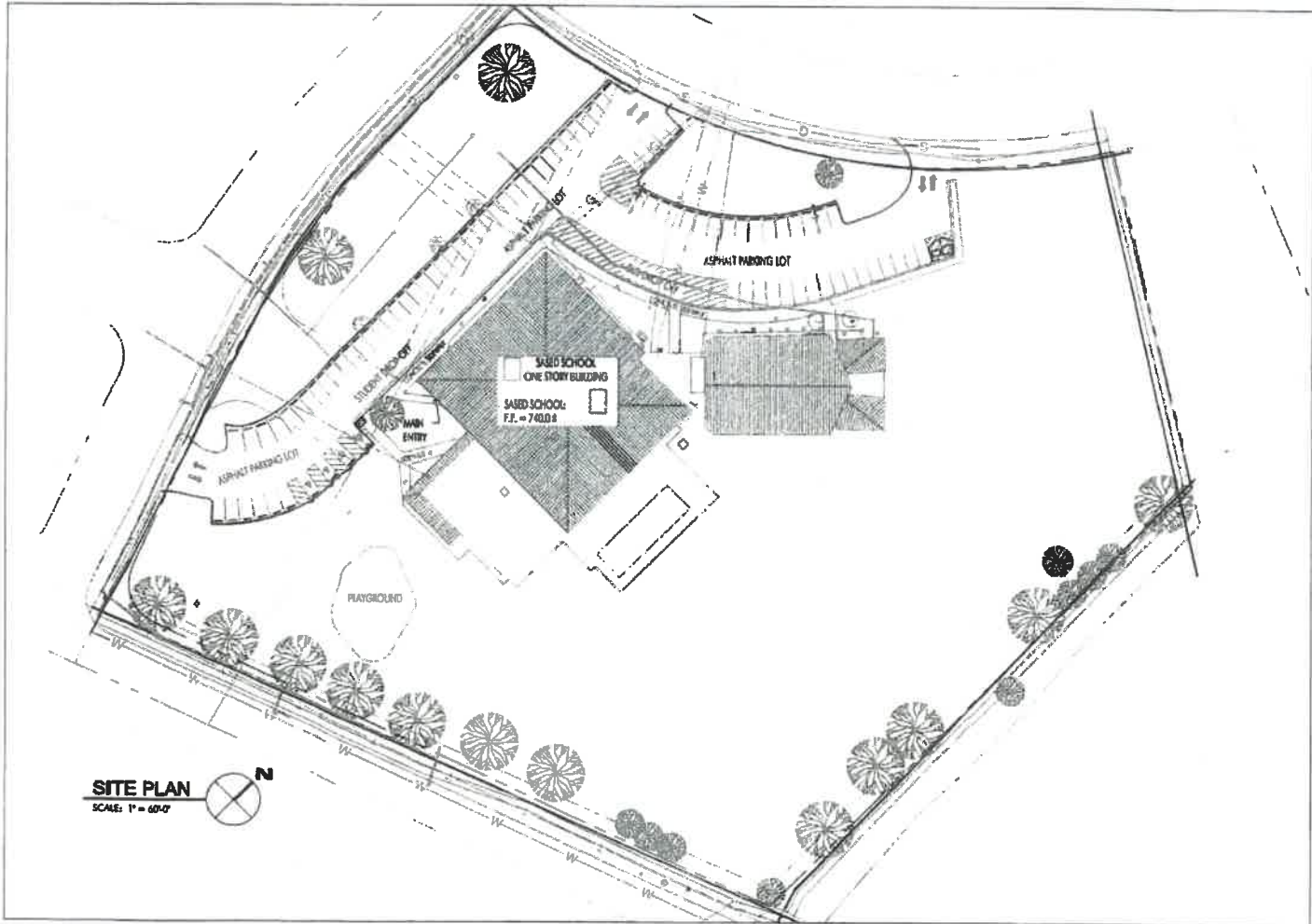
SYMBOL		DESCRIPTION
WALL	CEILING	
□		FIRE ALARM MANUAL PULL STATION
□		VISUAL FIRE ALARM
□		AUDIO FIRE ALARM
□		COMBINATION AUDIO FIRE ALARM & PULL STATION
		MAGNETIC DOOR HOLDER
□		FIRE ALARM ANNUNCIATOR PANEL
□		FIRE ALARM CONTROL PANEL
□		WALL MOUNTED EMERGENCY LIGHT
□		WALL MOUNTED EMERGENCY LIGHT
○		EXIT SIGN
○		SMOKE DETECTOR
○		HEAT DETECTOR
□		2' X 4' EMERGENCY LIGHT
□		VENTILATION SUPPLY
□		RETURN AIR GRILLE

TYP. ITEMS THROUGHOUT BUILDING
M-2

AIRCON
MECHANICAL
ELECTRICAL
PLUMBING
HVAC
FIRE PROTECTION
LIFE SAFETY & FACILITY SURVEY
of
ARCHITECTURE
ACROSSING DIVISION
6621 Cornell Road
Baltimore, MD 21208

for the
OWNER
2000 Eagle
Ave., Suite 200
SASED

MECHANICAL
ELECTRICAL
PLUMBING
HVAC
FIRE PROTECTION
LIFE SAFETY & FACILITY SURVEY
of
ARCHITECTURE
ACROSSING DIVISION
6621 Cornell Road
Baltimore, MD 21208
MPE-1



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AND PLANNING
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San Diego, CA 92123
TEL: 619-594-1100
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LIFE SAFETY & FACILITY SURVEY
BY
JAMES HARRINGTON
ALTERNATE CONSULTANT
A 3,000 General Fund
Report, March 2018

For the
SAUSD
2000 Ogden
High School

SAUSD

Completed by
James Harrington
Date: 03/2018

Project Name
2000 Ogden
High School
May 20, 2018
Drawing No.
FAC
Arch. Title
SITE PLAN
Scale: 1/8" = 1'-0"

SR-1