



COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

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Jim T. Nelson
Executive Director

Board Briefs

December 16, 2011

The December meeting of the C.A.S.E. Board of Directors was held on Friday, December 16, 2011, at C.A.S.E.

The Board approved the following items:

- Minutes – November 17, 2011 Regular;
- November and December Accounts Payable and Payrolls;
- Projected Payroll for December and January;
- Treasurer's Report for November 2011;
- Employment of Evelyn Aldaba, Meghan McNicholas;
- Lane Change Request for Paula Costello;
- Intent to Retire for Renee Crowder, Barb Jarnow, Alice Weidner and Vicki Glidewell at the end of the 2011/12 school year and Norine Kapicak to retire at the end of the 2015/16 school year;
- C.A.S.E. 2012 Extended School Year Program Projected Budget.

ITEMS FOR INFORMATION, DISCUSSION, AND/OR FUTURE BOARD APPROVAL

Mr. Nelson reported news from Glenwood; Glenwood Parent-teacher conferences were completed in November and parent participation was up about 20% this year. Many of the conferences were student-led. The Glenwood high school volleyball team won the PRO League championship and the Glenwood elementary team, placed fourth. The new Art Therapy program at Glenwood, is doing well and student response is encouraging.

Mr. Nelson stated that SASSED will continue to include OT/PT costs in tuition, but LADSE costs will now be itemized and direct billed to the home district.

Mr. Nelson provided a transportation scorecard of Septran accidents with data provided through Nov. 2011. He noted no injuries have resulted from any Septran accidents. District Special Education Directors and Septran met and reviewed accident policies and procedures on Dec. 1. *No One Home Procedures* were revised at the meeting to ensure a consistent process by Septran and that the right people are contacted at each district.

Mr. Nelson reported that the District Special Ed Directors are working on AIP projections for future years, forecasting student populations and needs to ensure C.A.S.E. is prepared to meet the anticipated needs of the member districts. The two new programs at Park View and Heritage Lakes have opened and students have transitioned well. Parents are pleased with the new program. Costs for the two new classrooms covered by the grant is approximately \$46,174.

Mr. Nelson stated that in response to our strategic plan, the Mentoring Meeting Committee has met to update our Mentoring Program. The progress is on track and work continues.

Mr. Nelson gave a recap of the Strategic Plan Progress:

- Programming and Innovation
 - C.A.S.E. Behavior and Autism Specialists produced FBA (Functional Behavior Assessments) and BIP (Behavior and Intervention Plans) formats with specific behavior intervention and data collection tools for the member districts.

- The Extended School Year Committee is actively working to establish both the curriculum and identify which students at Glenwood are eligible to attend.
- Member District Special Ed Directors are defining their criteria for ESY. The group is identifying best practices, conducting area-benchmarking studies and providing a recommendation for each district's use in setting its own ESY criteria.
- C.A.S.E. has continued to attract high-caliber national and local staff development opportunities. We have also collaborated with Glenbard District 87 to bring in many national speakers neither of us could have funded alone. Feedback for C.A.S.E. staff development continues to be positive.
- Professional Development
 - Staff development and Behavior and Autism Specialists have collaborated and produced a menu of in-service training and workshops, which they are ready to deliver to staff at member districts.
- Climate, Communication, and Culture
 - C.A.S.E. continues to enjoy a strong and productive relationship with the association.
 - The staff performance and evaluation committee has met to address recent legislation.
 - Working toward more "green" methods, we now distribute the C.A.S.E. newsletter online, and distribute administrative forms via the C.A.S.E. website, avoiding the storage, distribution, and waste of pre-printed forms.
- Organization and Administrative Services
 - Improved the process to ensure we are recruiting high-quality staff people; streamlining the hiring process and instituting consistent screening questions.
 - Business managers have addressed ongoing funding issues and have met with all the districts and simplified the student tuition procedures. We have scheduled another meeting in January to finalize the procedures.
 - C.A.S.E. modified work with the district administrators to share a stronger understanding of both the federal and state grants.
 - Developing a technology plan to address needs across the cooperative, forecast is complete through the 2012-13 school year.

CLOSED SESSION

Purpose: Personnel

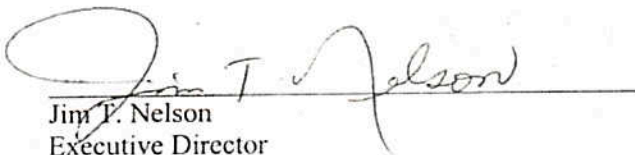
The Board will enter closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body as mandated by Section 2 5ILCS 120/2 (c)(1).

ACTION AS A RESULT OF CLOSED SESSION

As a result of closed session, the Board approved the retirement of a certified staff member.

OTHER BUSINESS

The next regular meeting of the C.A.S.E. Board of Directors has been changed from Friday, January 20 to Thursday, January 19, 2012, 9:00 a.m., at C.A.S.E., Board Room. Recipients of this notice may request more information on any of these topics by calling C.A.S.E. at 630/942-5600.


Jim T. Nelson
Executive Director