



# COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

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Jim T. Nelson  
Executive Director

## BOARD BRIEFS

Friday, December 6, 2013

The December meeting of the C.A.S.E. Board of Directors was held on Friday, December 6, 2013, 9:00 a.m. at C.A.S.E.

### CONSENT AGENDA

The Board approved the following items:

1. Approval of Minutes for November 1, 2013, Regular and Closed Session;
2. Approval of Accounts Payable for November and December, Payroll for November and Projected Payroll for December 2013;
3. Personnel;  
Employment;
  - Kelli Biedenbach, Administrative Assistant, Human Resources, at a salary of \$41,500.00 prorated to \$25,599.00 at 1.0 FTE, for the remainder of the 2013/14 school year.Increase in Hours;
  - Mary Beth Stralko, Program Assistant/Medical-RN, assigned to Park View CCSD 89, from .8 FTE to 1.0 FTE at a salary of \$40,264.25 for the remainder of the 2013/14 school year. This increase in hours is necessary in order to meet IEP requirements.Resignation;
  - Cynthia McGivern, Social Worker, assigned to Glenwood, has submitted a letter of resignation to be effective January 10, 2014.

### OTHER ACTION ITEMS:

1. C.A.S.E. 2014 Extended School Year Program Projected Budget;
2. Cadence Employee Assistance Program Contract FY 2014.

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

#### STRATEGIC PLAN

A Strategic Plan Update was included in the Board Packet. Mr. Nelson discussed some highlights of the report:

- A brochure of C.A.S.E. services has been designed.
- The C.A.S.E. website and logo has been revised.
- The Program Coordinator has brought fidelity to C.A.S.E. supported programs.
- RtI – The three-tier process has been implemented at Glenwood;
- C.A.S.E. Staff is sought out by other districts, cooperatives and organizations for presentations and as speakers;
- The C.A.S.E. office has been restructured and cross-trained. A Human Resources Administrative Assistant and Technology Director have been hired.
- C.A.S.E. has employed two Behavior Autism Consultants that are BCBA trained.
- Assistive Technology is building capacity in districts. The Assistant Technology Plan that has been sought by other districts.
- The C.A.S.E. Evaluation Plan is completed with staff commitment to the plan. The 14 rubrics were built last year and have been sought out by other districts for guidance.

A Strategic Plan Meeting will be held on January 10, 2014, 10:00 – 12:00 p.m.



### **REDUCTION IN FORCE JOINT COMMITTEE**

A Reduction in Force Procedure document from the C.A.S.E. Joint Staff Committee Meeting held on Nov. 25, 2013 was handed out. Procedures are as follows:

#### **\* Reduction In Force Procedures**

1. All Part-time employees are RIF'd *every* year (with the exception of tenure part-time and tenure equivalent staff).
  2. \*\*Tie-Breakers (in order);
    1. IASA-SB7 Database; Three-year average ranking within the group. If an evaluation is not on file – ranking will default to “proficient”;
    2. Most current evaluation on file – review at the component level;
    3. Seniority List.
- \* *Administration always reserves the right to RIF non-tenured employees.*
- \*\* *Tentative – Reduction in Force Staff Committee getting more information on the IASA-SB7 system. Next meeting is January 7, 2014.*

**Consensus of the RIF Joint Committee, November 25, 2013.**

### **INTER-RATER RELIABILITY TRAINING**

An Inter-Rater Reliability Training Brochure from the DuPage Regional Office of Education was provided and discussed. C.A.S.E. asked the Board of Directors if they would be interested in C.A.S.E. providing in customized training for the districts in rotating two ½ day sessions. Phase one would be offered in June.

### **FISCAL YEAR 2015 BUDGET ASSUMPTIONS**

Fiscal Year 2015 Budget Assumptions will be provided at the next C.A.S.E. Board Meeting on January 10, 2014.

### **DIRECTOR'S REPORT**

Mr. Nelson stated the Federal Child Count is due on Dec. 13, 2013. He also noted the final 10% December payment for the 2012/13 IDEA Special Education Room and Board will be prorated.

Consequently, with no remaining Room and Board IDEA funds the Special Education Excess Cost Claims will not be reimbursed for the foreseeable future.

The C.A.S.E. administrators attended the DuPage County ROE workshop on November 14, 2013, *Jump Starting the PERA Process: A Guided Application*. Part-two of this workshop is January 15, 2014. A C.A.S.E. Long-Range Plan for PERA & Student Growth Draft was created and handed out to the C.A.S.E. Board of Directors.

Mr. Nelson reported the Mathieson, Moyski, Celer, Co., LLP submitted an extension to file the Annual Financial Report and Schedule of Federal Assistance for the year ended June 30, 2013. The DuPage County Regional Office of Education has approved this and the filing is due December 15, 2013.

Mr. Nelson congratulated C.A.S.E. staff who have recently presented;

- Aqeela Kidder, Trish McDonough, Maureen VonDeBur, and Tara McCarthy  
“Physical Disabilities in your PE Class...What Do I Do Next?”  
IAHPERD State Convention on November 22, 2013
- Tammy Prentiss and Tara McCarthy  
“Understanding the Danielson Framework for Teacher Evaluation in Adapted Education”  
IAHPERD State Convention on November 21, 2013
- Etta Avila  
“Mobil Technology for Mobile Teacher”  
IETC State Conference on November 14, 2013



**C.A.S.E. Board Briefs / December 6, 2013**

- Dr. Joe Williams, Kim Borri, Kerry Fallon, and Danielle Fritz  
“Beyond Point and Level Systems: Teaching pro-social independence to students with severe emotional and behavior challenges”  
ICEC Conference on November 8, 2013
- Kim Borri and Abby Roy  
CPI trainings  
Both initial and refresher courses
- Kathy Sledz and Linda Gifford  
“iPad training; Updates, Apps, and Using the iPad as a Learning and Teaching Tool”  
C.A.S.E. fall Institute Day

ISBE has assigned Mr. Robert Cummings, Lead Auditor to audit C.A.S.E. the week of December 5, 2013. He will monitor;

- 2011-2012 Special Education Personnel
- 2012-2013 IDEA Pre-School Flow Through
- 2012-2013 IDEA Flow Through

Mr. Nelson mentioned C.A.S.E. has trained 24 staff from member districts and C.A.S.E. in *Life Space Crisis Intervention: Because Crisis Never Makes an Appointment*. This was a five part evening training commitment in which participants acquired certification in LSCI. LSCI teaches professionals the therapeutic talking strategies needed to help children with self-defeating patterns. The trainer was Dr. David Carrillo and was well received with many participants suggesting authorizing an Administrator Academy on the material. All Glenwood staff members are LSCI certified.

Positive feedback was received on the DSM-5 Overview Workshop presented by Dr. Washburn, Director of the Center for Evidence-Based Practice at Alexian Brothers Behavioral Health Hospital. The new DSM-5 structure and diagnosis was reviewed with a focus on those relevant to students (i.e. intellectual disability, social communication disorder, ASD, ADHD, disruptive mood dysregulation disorder, reactive attachment disorder, and substance use).

**OTHER BUSINESS:**

The next meeting of the C.A.S.E. Board of Directors will be held on Friday, January 10, 2014, 9:00 a.m. in the 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

**It is the mission of CASE to collaborate as educational advocates for children with special needs  
in order to provide appropriate and high quality educational programs and services.**