



# COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

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Jim T. Nelson  
Executive Director

## BOARD BRIEFS

Friday, February 7, 2014

The February meeting of the C.A.S.E. Board of Directors was held on Friday, February 7, 2014, 9:00 a.m. at C.A.S.E.

### CONSENT AGENDA

The Board approved the following items;

1. Approval of Minutes January 10, 2014, Regular and Closed Session;
2. Approval of Accounts Payable for January and February, Payroll for January, and Projected Payroll for February 2014;
3. Treasurer's Report, December 2013;
4. Personnel;

#### Employment;

- Theresa Wimberley, Job Coach, assigned to Glenbard East, at 1.0 FTE for 612 hours for the remainder of the 2013/14 school year. This position is necessary in order to meet IEP requirements.
- Lindsey Askins, Occupational Therapist, assigned to District 15, at MA Step 1, at 73 days for the remainder of the 2013/14 school year. This position is necessary in order to meet IEP requirements.
- Mary Roman, Human Resources Administrative Assistant, assigned to C.A.S.E, at 1.0 FTE for the remainder of the 2013/14 school year. This position is necessary in order to fill a vacancy.

#### Increase in Hours;

- Jamie Robitaille, Speech Language Pathologist, assigned to Glen Ellyn District 41, from .7 FTE to 1.0 FTE for the remainder of the 2013/14 school year. This increase in hours is necessary in order to meet IEP requirements.

#### Resignation;

- Jennifer Precht, Program Assistant, assigned to Glenwood, has submitted a letter of resignation effective January 24, 2014.
- Kate Koon, Administrative Assistant, assigned to C.A.S.E., has submitted a letter of resignation effective February 18, 2014.

#### Retirement;

- Kathy Brinker, Adapted Physical Education Teacher, assigned to Glenbard District 87, has submitted a letter of intent to retire at the end of the 2017/18 school year.
- Joyce Barrett, Psychologist, assigned to Glenbard District 87, has submitted a letter of intent to retire at the end of the 2017/18 school year.
- Cynthia Cassidy, Vision Itinerant Teacher, assigned to C.A.S.E. Itinerant Services, has submitted a letter of intent to retire at the end of the 2017/18 school year.
- Maureen Quirk, Psychologist, assigned to Queen Bee District 16, has submitted a letter of intent to retire at the end of the 2017/18 school year.

#### Lane Change;

- Kristin Brinker, Early Childhood Teacher, assigned to Marquardt District 15, from BA Step 2 at to BA18 Step 2.



The Board approved the following items;

#### **OTHER ACTION ITEMS**

1. FY 2013 C.A.S.E. Audited Financial Statement & Supplementary Financial Information from Mathieson, Moyski, Celer & Co., LLP.
2. Draft 1, FY2015 C.A.S.E. Budget.
3. C.A.S.E. Itinerant Services and Rothbart Lease Extension Agreement, August 1, 2014 to July 31, 2015.
4. Memo of Understanding, 14.9 Retirement Incentive Program.

#### **ITEMS FOR INFORMATION, DISCUSSION, AND/OR FUTURE BOARD MEETINGS**

##### **PRELIMINARY EBC INSURANCE RATES 2014/15**

Jerry Brendel, C.A.S.E. Business Manager, presented the preliminary EBC insurance rates for 2014/15. Preliminary increases are as follows:

PPO	3.8%
HMO	3.9%
Dental	-.7%

The EBC Insurance rates will be finalized the end of March 2014.

##### **BUSINESS MANAGER FISCAL STRUCTURE REVIEW**

Jerry Brendel, C.A.S.E. Business Manager, presented the Fiscal Structure Review. Mr. Brendel explained in detail the breakdown of the IDEA Flow Through Grant Allocation and the 2014 Budget Summary Expenditures.

##### **DIRECTOR'S REPORT**

Mr. Nelson stated the SASSED Audiological Services Contract will end June 30, 2014. SASSED has been given notice of non-renewal.

##### **ISBE Update**

- Special Education Class size 70/30 rule  
Pulled from ISBE January Board meeting thus the version of rulemaking has expired
- IDEA Room and Board Claim
  - 2013-2014 projected reimbursement 60% and paid at 50% during the year
  - Excess cost reimbursement is eliminated

Carol Dahlquist, presenter of the Functional Behavior Assessment workshop, has provided our first course offering Aurora University credit. We had 28 attendees for this four evening session.

The Series discussion and practice included:

- Defining the legal and research basis for conducting FBA's
- Defining when to conduct a brief FBA vs. a comprehensive FBA
- Exploring "why" interventions succeed or fail
- Matching evidence-based intervention to function
- Designing strategies for building student-staff relationships
- Understanding and promoting student motivation and resilience
- Exploring FBA within the RtI and PBS model
- Understanding the effects of punishment vs. reinforcement
- Writing Behavior Intervention & Crisis Safety Plans
- Performing Implementation Accountability Across Intervention
- Understanding how to use data in analysis of progress



**STRATEGIC PLAN RENEWAL UPDATE**

Mr. Nelson reported there has been three Strategic Plan Renewal Meetings. The Fiscal Structure Review work is in process and the next step is "Program Evaluation". He asked the board for a more defined outcome expectation for "Program Evaluation." Discussion was held as to expectations i.e. a measure of student growth in C.A.S.E. programs, IEP goals vs. the measure of success, return to general education classroom. Discussion of the different C.A.S.E. programs AIP, MIP, GIP, etc. and the challenges.

Mr. Nelson would like Dr. Riebock to continue as facilitator for the remaining meetings. It was decided further discussion was needed.

Mr. Nelson provided results from a District Administrators Strategic Plan Assessment. The feedback score was an average of 2.5, which is in the middle and was to be expected.

**RIF JOINT COMMITTEE UPDATE**

The RIF Joint Committee met on 1/25/2014 and 2/4/2014.

**\* Reduction In Force Procedures**

1. All non-tenured part-time employees will receive an annual RIF notice
2. Tie-Breakers (in order);
  1. IASA supported database; most recent three year summative ratings calculated to determine group ranking. If an evaluation is not on file – summative rating will default to "proficient";
  2. Number of paid days employed based on the IASA supported database;
  3. Most current evaluations on file – review at the summative and component level (Decision rules TBD);

*\*Administration always reserves the right to non-renew non-tenured employees.*

**Consensus of the RIF Joint Committee, November 25, 2013 and February 4, 2014**

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**Members of the RIF Joint Committee reviewed and reaffirmed the work of the C.A.S.E. Joint Commission Meeting that occurred on November 28, 2011.**

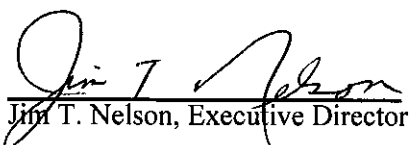
**CLOSED SESSION**

**I. Purpose:**

The Board entered into closed session to discuss The Board entered into 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).

No action was taken as a result of closed session.

The next meeting of the C.A.S.E. Board of Directors will be held on Friday, March 7, 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