C.A.S.E.
15 16 41 44 87 89 93

COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

22W600 Butterfield Road
Glen Ellyn IL 60137-6957

Voice or TTY (630) 942-5600
FAX (630) 942-5601

Jim T. Nelson
Executive Director

BOARD BRIEFS

Friday, December 5, 2014

The December meeting of the C.A.S.E. Board of Directors was held on Friday, December 5, 2014, 9:00 a.m. at C.A.S.E.

CONSENT AGENDA

The Board approved the following items:

1. Approval of Minutes for November 7, 2014, Regular Session;
2. Approval of Accounts Payable for November, Payroll for November and December and Projected Payroll for December 2014;
3. Treasurer's Report, October 2014;
4. Orientation and Mobility (O & M) Job Description
5. Personnel;
   Change in Assignment;
   - Jacqueline Langdon, from PA-Sign Language to Interpreter.

OTHER ACTION ITEMS APPROVED:

1. **FY2015 C.A.S.E. Substitute Rate Agreement**
2. **C.A.S.E. Policies and Procedures, Press Plus**
   1. 5:150 Personnel Records
   2. 5:180 General Personnel - Temporary Illness or Temporary Incapacity
   3. 5:190 Professional Personnel -Teacher Qualifications
   4. 5:200 Professional Personnel - Terms and Conditions of Employment and Dismissal
   5. 5:220 Professional Personnel - Substitute Teachers
   6. 5:240 Professional Personnel – Suspension
   7. 5:280 Educational Support Personnel - Duties and Qualifications
   8. 5:290 Educational Support Personnel - Employment Termination and Suspensions
   9. 5:300 Educational Support Personnel - Schedules and Employment Year
3. **C.A.S.E. Articles of Agreement**

ITEMS FOR INFORMATION, DISCUSSION, AND/OR FUTURE BOARD APPROVAL:
C.A.S.E. POLICIES AND PROCEDURES; FIRST READ, PRESS PLUS

1. 5:330 Sick Days, Vacation, Holidays, and Leaves (Removed from first read.)
2. 6:65 Student Social and Emotional Development
3. 6:70 Teaching About Religions
4. 6:120 Education of Children with Disabilities
5. 6:150 Home and Hospital Instruction
6. 6:190 Extracurricular and Co-Curricular Activities
7. 6:240 Field Trips and Recreational Trips
8. 6:250 Community Resource Persons and Volunteers

The C.A.S.E. Policies and Procedures were presented to the C.A.S.E. Board of Directors for first read. They will be included in the January 9, 2015 C.A.S.E. Board Packet for approval.

REDUCTION IN FORCE JOINT COMMITTEE

A Reduction in Force Procedure document from the C.A.S.E. Joint Staff Committee Meeting held on Nov. 17, 2014 was included in the Board Packet. The job position of Orientation and Mobility was added to the C.A.S.E. Position Categories Listing. The updated Reduction in Force Procedures are as follows:

*** 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. As part of the CBA and MOU dated 7/23/2013 all evaluations are due March 1. 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; days worked for ESY are not considered;
   3. Most current evaluation on file;
      Review at the summative and component level of a simple average on a four point scale.

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

Consensus of the RIF Joint Committee, November 25, 2013, February 4, 2014, November 17, 2014.

Members of the RIF Joint Committee reviewed and reaffirmed the work of the C.A.S.E. Joint Commission on Honorable Reduction that occurred on November 28, 2011 in accordance with Public Act 97-0008 (SB 7- Education Reform Act.

REQUESTING STAFF DEVELOPMENT

Cindy D'Ambrosio presented the upcoming Staff Development for the remainder of the 2014/15 school year. Also included in the Board Packet was a new ***Request for Staff Development: Behavior/Autism, Assistive Technology, RtI, and Other Form*** to be completed for requesting staff development.

DIRECTOR'S REPORT

Mr. Nelson stated the Federal Child Count is due on Dec. 12, 2014 via iePoint. This mandated data is used for both funding and measurement on State Performance Plan (SPP) indicators 4, 5, 6, 9, 10, 13, and 20.

Mr. Nelson recapped news from the C.A.S.E. Itinerant Services:

- Members of the C.A.S.E. Itinerant Services office presented two workshops at the Illinois Council for Exceptional Children (ICEC) Convention on November 8, 2014. The workshops were *Access Technology – How to Best Work with Students with Orthopedic Impairments* and *Low Incidence Disabilities Overview*.
- Two members of the C.A.S.E. Itinerant Services office attended the Illinois Education and Technology conference in Springfield. A presentation on what they learned and application to the teaching staff is scheduled for the all-itinerant meeting in January.
- On November 10, we hosted a workshop on Cortical Visual Impairment (CVI) and PARCC accommodations for the C.A.S.E. vision itinerants. Administrators, teachers from area districts and cooperatives also attended. A member from ISBE's Project Reach provided participants with an overview of the latest research on CVI and information about diagnosis and educational implications. Participants took a practice PARCC assessment while accessing accommodations for students with visual disabilities.

Mr. Nelson recapped news from Glenwood:

- Fifteen families participated in parent-teacher conferences. We were able to accommodate two families by holding their conferences by phone. This year the instructional teams scheduled the conferences and required minimal administrative support.
- Dr. Jill Meciej from the Consortium for Educational Change completed a four-evening professional learning experience on assessment creation and refinement, Glenwood teachers were joined by representatives from districts 16 and 15. The training was designed based on teacher evaluations and was well received.

- Parents are highly supportive of our new Alternative to Suspension protocol and students are responding well to the opportunity to avoid a suspension.
- The census continues to climb as the year progresses. We have received referrals at all grade levels and are currently serving four students from outside the cooperative.

Mr. Nelson was proud to report Glenwood transitions:

- Five students are in part-time transition to their home schools.
- Two students will begin full-time attendance at their home school for the second semester.

CLOSED SESSION:

Purpose I:

To discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2 (c)(11).

Purpose II:

The purchase of lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120-2(c)(5).

No action was taken as a result of Closed Session.

OTHER BUSINESS:

The next meeting of the C.A.S.E. Board of Directors will be held on Friday, January 9, 2015, 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