

BOARD BRIEFS

Friday, November 6, 2015

The November meeting of the C.A.S.E. Board of Directors was held on Friday, November 6, 2015, 9:00 a.m. at C.A.S.E.

Mr. Nelson removed C.A.S.E. Policy 5.330 from the C.A.S.E. Board Packet.

CONSENT AGENDA

The Board approved the following items:

1. Approval of Minutes for October 5, 2015, Regular and Closed Session;
2. Approval of October and November Accounts Payable, October Payroll and Projected Payroll for November and December 2015;
3. Treasurer's Report, September 2015;
4. Personnel;

Employment;

- Sarah Lager, Accounts Payable/Payroll Assistant, assigned to C.A.S.E. This position is necessary in order to fill a vacancy.
- Amy Oomens, Job Coach, assigned to Glenbard Township District 87, at 25 hours per week for the 2015-2016 school year. This position is necessary in order to fill a vacancy.

Resignation;

- Reiley Bechtold, Accounts Payable and Payroll, assigned to C.A.S.E., has submitted a letter of resignation effective October 6, 2015.
- Cynthia Sierra, Program Assistant-Medical/LPN, assigned to CCSD 93, has submitted a letter of revised resignation effective October 30, 2015.
- Amy Nelson, Receptionist/IEP, assigned to C.A.S.E., has submitted a letter of resignation effective, November 17, 2015.

Retirement;

- Mary Roman, Administrative Assistant, Professional Development, assigned to C.A.S.E., has submitted a letter of intent to retire effective December 31, 2015.

OTHER ACTION ITEMS

C.A.S.E. Policies and Procedures;

- 2.250 School Board, Access to Cooperative Public Records
- 3.40 General Administration, Executive Director
- 3.50 General Administration, Administration Personnel Other than the Executive Director
- 3.60 General Administration, Administrative Responsibility of the Building Principal
- 4.45 Operational Services, Insufficient Fund Checks and Debt Recovery
- 5.40 General Personnel, Communicable and Chronic Infectious Disease
- 5.120 General Personnel, Ethics and Conduct

- 5.180 General Personnel, Temporary Illness or Temporary Incapacity
- 5.270 Educational Support Personnel, Employment At-Will, Compensation, and Assignment
- 5.290 Educational Support Personnel, Employment Termination and Suspensions
- FY 2015 C.A.S.E. Audit
- Solid State Managed Service and Consulting Services Agreement

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

C.A.S.E. POLICIES AND PROCEDURES, PRESS PLUS – FIRST READ

The following C.A.S.E. Policies and Procedures were presented to the C.A.S.E. Board of Directors for review. Mr. Nelson stated these were standard policy updates reviewed and updated by Press Plus and Sraga Hauser LLC.

- 2.160 Board of Directors, Board Attorney
- 2.260 Board of Directors, Uniform Grievance Procedure
- 4.50 Operational Service, Payment Procedure
- 5.50 General Personnel, Drug and Alcohol Free Workplace
- 5.170 General Personnel, Copyright
- 7.10 Students, Equal Educational Opportunities
- 7.310 Student, Restrictions on Publications
- 8.10 Community Relations, Community Relations Goals
- 8.80 Community Relations, Gifts to the Cooperative

DIRECTOR'S REPORT

Mr. Nelson noted Septran has been sold to Warrenville-based National Express LLC on October 6th. National Express operates several brands in North America. C.A.S.E. is solidifying an action plan targeting communication and driver recruitment. The DuPage area continues to experience a shortage of drivers which significantly impacts bus service.

Mr. Nelson mentioned important dates;

- National School Bus Safety Week, October 19-23, 2015 – in which C.A.S.E. send a treat to thank them for their hard work and loyalty.
- Principal Appreciation Day, October 23, 2015, and recognized Timothy Daly and Barbara Layer at Glenwood.

Mr. Nelson stated the second annual parent academy focused on helping parents participate in IEP meetings. Sue Hans, an IEP parent mentor helped parents overcome the sometimes daunting and overwhelming process—giving them tools and techniques to prepare for and take a more active role in the IEP process.

Mr. Nelson mentioned highlights at Glenwood;

- Glenwood School is proud of our five students who are currently involved in partial transitions back to their home schools. This work is supported by a partial release Learning Behavior Specialist who spends part of the day with these students and their home school teams.
- Dr. Jill Engle, a consultant with the Consortium for Educational Change, is working with the Glenwood staff on the effective use of Tier III assessments in measuring the effectiveness of classroom instruction.
- Mr. Scott Lilly, Chair of the Guidance Department at Glenbard East, recently met with our high school team to discuss keeping high school students on track to graduate. This discussion focused on the Glenbard graduation requirements.
- We have been participating, with staff from across the cooperative, in the Strategic Instruction Model workshop series.

C.A.S.E. Board Briefs / November 6, 2015

All Glenwood students came together on Monday, October 26 for a celebration of literacy. Our high school and middle school students were reading to and working with elementary students, using books the younger students had selected from the Glenside Public Library in Glendale Heights.

- Ms. Etta Avilla, C.A.S.E. certified English learner instructor, met with the Glenwood team to help us strengthen our support to students with dual qualifications for service.
- The elementary team participated in a visit to Cosley Zoo in Wheaton. Our staff used the off-site learning activity to give students an opportunity to generalize pro-social behaviors in the context of a community activity connected to the unit of study.

Mr. Nelson mentioned highlights at the C.A.S.E. Itinerant Services;

- On October 13 we hosted a workshop focused on current research and practice, new and emerging technologies, and hands-on demonstrations. Our partners at MED-EL, Lurie Children's Hospital, Advanced Bionics, Cochlear Corporation, and Phonak presented to our hearing services teachers. The partnerships we have cultivated with these providers is vital to keeping our staff current and giving us the information and tools we need to support teachers, schools, and parents.
- Dr. Furbush and two Hearing Technical Supervisors attended the Illinois Supervisors of Programs for Deaf and Hard of Hearing Individuals (ISHI) semi-annual meeting in Bloomingdale. Helpful topics included:
 - *Mental illness and suicide among DHH individuals*—including the prevalence of depression among adults with hearing loss and an in-depth discussion of the possible indicators.
 - *PERA and Student Growth*—highlighting the differences across the state in the implementation of student growth. C.A.S.E. is one of few programs currently trialing student learning objectives and we were able to share how we developed our SLOs and our process.
 - *Co-Implementing DHH and ELL*—heavy focus on implementing strategies outlined in Dual-Language Learning for Children with Hearing Loss by Michael Douglas. C.A.S.E. has implemented several of Douglas' strategies over the last few months and we appreciated learning how other programs have found them effective.
- "Seeing is Believing" clinic was held on October 20. The free program, provided by Spectrios Institute, provides devices to children with low-vision that will allow them to be competitive in the classroom and address the day-to-day challenges related to their vision loss. Students are provided low vision diagnostic services from a specialist and optical devices such as magnifiers, telescopes, and high-powered glasses. The next clinic is November 11.
- All C.A.S.E. Itinerant Service staff met with their professional learning community teams to set measureable targets for the students they have selected for their student learning objectives. The actual SLO to trial, the selection of students, the performance target for each, and the timeline for measurement are due at the November linkage meetings.

Mr. Nelson stated the C.A.S.E. Fall Institute was held on October 13 and over 300 participants were at this year's session—about 63% more than last year. The session was held at Glenbard South and featured Dr. Randy Sprick, from Safe and Civil Schools. He engaged the staff in an informative and thought-provoking talk on establishing school and classroom-wide positive behavior supports. C.A.S.E. was able to recoup all of the speaker fees from the 53 non-member participants. Tricia Sharkey, C.A.S.E. AT Consultant, hosted an event for Speech and Language Pathologists titled "Best Practices for Implementation of Speech." Mr. Nelson thanked Cindy D'Ambrosio and Tricia Sharkey for doing a great job and Glenbard South for hosting!

Invoices

Administrative Services

CASE will distribute Fiscal Year 2016 Administrative Services invoices in November 2015.

Invoice amount for Fiscal Year 2015 was \$53,794.87 per district and includes:

- C.A.S.E. central office costs (salaries, benefits, purchased services and supplies)
- The total expenditures are divided by 9 (7 member districts, Glenwood, and C.A.S.E. Itinerant Services)

Direct Services

These invoices cover the cost of C.A.S.E. staff requested by member districts.

- Staffing is based on each district's needs and requests and varies from year to year.
- First pre-bill (based on 75% of the projected annual expenses) was distributed September 16, 2015.
- A second pre-bill will be issued in late June 2016 to capture the majority of these expenses for districts to be able to pay in this fiscal year.
- A final bill, usually small amounts, will be issued after the close of the fiscal year and will reconcile all expenses.
- An invoice that includes C.A.S.E. timesheets, Instructional Support Team referral assessments, DuPage/West Cook Audiological charges, and Assistive Tech consultation time is issued in July for all these expenses incurred during the previous fiscal year.

C.A.S.E. Itinerant Services

- Low incident services based off student IEP (DHH, O&M, Orthopedic, VI, sign language interpreters, and intervener).
- For Fiscal Year 2016, 62 school districts in Cook and DuPage counties use C.A.S.E. Itinerant Services.
- The pre-bill (based on 75% of the projected annual expenses) was distributed in October 2015.
- A Final bill will be distributed in July 2016 that will include all expenses.

Glenwood

- Based on student enrollment.
- A pre-bill (based on 75% of the projected annual expenses) was distributed November 2, 2015.
- A second pre-bill will be issued in late June 2016 to capture the majority of these expenses for districts to be able to pay in this fiscal year.
- A final bill, usually small amounts, will be issued after the close of the fiscal year and will include all expenses.
- The annual cost for the lease, which began on July 1, 2008 and expires on June 30, 2018, is equally divided among member districts and is budgeted in the IDEA Flow-Through grant.

Extended School Year

- Based on student enrollment.
- A single invoice is distributed in early August after all ESY expenditures.

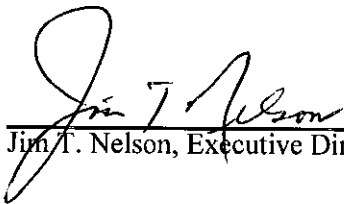
SPECIAL EDUCATION TRANSPORTATION

On November 4, 2015 Mr. Nelson met with Chris McClain, Michael Cushion, Janet Cook, Gene Olsen, Jerry Brendel and Brian Crowley, Franczek Radelet P.C., to discuss options for the bidding structure and timeline. A handout was provided to the Board of Directors. Discussion was held on options and how to proceed. Further discussion is needed.

SERVICE AND OFFICE OPPORTUNITIES

Discussion was held as to restructuring the C.A.S.E. office staff to realign with each district and their needs. Mr. Nelson suggested another meeting be held to see how each district would like to proceed.

The next meeting of the C.A.S.E. Board of Directors will be held on Friday, December 6, 2015, 9:00 a.m. in the CCSD 89 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.**