



COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

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C.A.S.E. BOARD BRIEFS

December 2, 2016

The December meeting of the C.A.S.E. Board of Directors was held on Friday, December 2, 2016, 8:01 a.m., at C.A.S.E., in the Board Room.

The Board approved the following items:

1. Approval of Minutes for November 4, 2016, Regular and Closed Session;
2. Approval of November and December Accounts Payable, November and December Payroll; Projected Payroll for December 2016;
3. Treasurer's Report, October 2016;
4. Personnel;
5. Contracts;

Other Action Items approved by the C.A.S.E. Board:

C.A.S.E. Policies and Procedures

1. **C.A.S.E. FY 2016 Audit**
2. **Glenwood Retirement Program**
3. **C.A.S.E. Policies and Procedures**
 - 2.200 Board of Directors, Types of Board Meetings
 - 2.220 Board of Directors, Board Meeting Procedure
 - 2.125 Board Member, Compensation Expenses
 - 2.125 E-1 Board Member Reimbursement Form
 - 2.125 E-2 Board Member Estimated Expenses
 - 5.60 General Personnel, Expenses
 - 5.60 E-1 General Personnel, Exhibit-Employee Expense Reimbursement Form
 - 5.60 E-2 General Personnel, Exhibit-Employee Estimated Expense Approval Form
 - 6.120AP-2 Instruction, Administrative Procedure - Access to Classrooms and Personnel
 - 7.140-R2 Students, AP, Agency and Police Interviews
4. **Resolution to Regulate C.A.S.E. Expense Reimbursements**
5. **C.A.S.E. Glenbard Parent Series Support from IDEA Grant**

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

CA.S.E. Mid-Year Update

Dr. Furbush provided a PowerPoint presentation regarding potential staffing configurations for the 2017/2018 school year. Discussion was held as to district participation and cost.

Professional Development Update

Cindy D'Ambrosio provided an update of professional development offerings for the C.A.S.E. DuPage County Institute Day on March 3, 2017.

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Transportation Update

Cindy D'Ambrosio stated transportation has been going well up to the last few weeks. There have been numerous problems with Septran buses, Septran new software transitioning, and Septran office staff. Jerry Brendel is meeting with Brian Crowley and the Business Managers on December 8, 2016.

Director's Report

November Highlights

The month of November included a number of "behind-the-scenes" activities at the CASE office. We met with District 16 and finalized dates and locations for ESY 2017. We have been working closely with Solid State on improving and streamlining our technology.

Staff Activities

November was designated "Assistive Technology" month and the A.T. Specialist developed an informational brochure/newsletter that was distributed to all staff.

CASE hosted a meeting and luncheon for all district special education administrative assistants to discuss current issues and share information. Almost all of our districts were represented. Discussion included the IePoint to IStar transition, transportation, SIS and working on procedures/timelines for state reports.

One of the key discussions at the Business Managers meeting was transportation. All districts currently using Septran are interested in looking at the improvements made this year and the needs that continue to be issues.

The CASE Itinerant Services database is in its final stages and almost ready to launch. The features of this database that we have not had before include the ability to integrate the service logs to the database and will make reporting and billing an automated feature. The itinerants are being trained on its use and piloting the new service log design.

Reduction in Force Committee

CASE in collaboration with the CEA, has reauthorized the RIF procedures, including:

- Job description categories for grouping
- Recall rights according to our CBA
- Reaffirmed the work of the CASE Joint Committee on Honorable Reduction

CASE Itinerant Services News

Hearing – the Hearing team hosted other teachers and staff from neighboring districts and cooperatives in November. The focus of much of the meeting was a deep discussion of SLOs from all participants and these are being posted on a shared document that will be made available to all attendees.

Vision – the Vision team hosted other teachers and staff from neighboring districts and cooperatives in November. The focus of much of the meeting was a new state vision form and a discussion of the various issues facing low-incidence teachers in the Vision field. Issues that were discussed in-depth included the increase of requests for Vision Therapy, current documentation for vision eligibility and Visual Processing.

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Glenwood News

Glenwood students celebrated an early Thanksgiving with staff and CASE administrators on November 22. Staff contributed delicious side dishes and desserts. It was a wonderful chance for everyone to celebrate and dine together before the students left for Thanksgiving vacation.

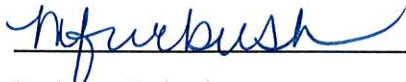
Darcy Durkee and Deb Catanese have put together a "wish list" of needs and wants for Glenwood students. The response from CASE and district staff to fill these requests has been overwhelming. All of the items on the list have been signed up for and additional items such as gift cards are being donated to District 15.

A Closed Session was held for the purpose of;

- I. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5ILCS 120/2(c)(1).

No action was taken as a result of Closed Session.

The January meeting of the C.A.S.E. Board of Directors will be held on Friday, January 6, 2016 at **8:00 a.m.** at C.A.S.E. Recipients of this notice may request more information on any of these topics by calling C.A.S.E. at 630-942-5600.



Dr. Mary Furbush
Executive Director