

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:00 p.m.
November 13, 2018
Carpenter School - LRC
300 N. Hamlin, Park Ridge, IL 60068**

The meeting was called to order at 6:04 p.m. by Board member and committee co-chairman Larry Ryles. Also present were: Board of Education member and committee co-chairman Fred Sanchez; District 64 Superintendent Laurie Heinz; District 64 Director of Student Services Lea Anne Frost; Rick Van Roeyen; Kristin Davis; Amy Brown; Barb Spiewak; Miki Tesija; and Kay Schneider. Committee member Lynn Condon was absent. In addition, also present were D64 legal counsel Tony Loizzi of Hodges Loizzi Eisenhammer Rodick and Kohn (HLERK) and about 12 members of the public.

Open Meetings Act Q & A with Tony Loizzi, HLERK

A handout titled, “Open Meetings Act Basic Training for Special Education Committee of CCSD64” was distributed to the committee members. Mr. Loizzi reviewed the outline of the Open Meetings Act, including what constitutes a meeting such as notice, an agenda, and minutes. He also reviewed the number of committee members and the need for a quorum. In this case with nine members, three is a majority of a quorum. However, if three committee members are discussing the business of a committee, that is unlawful business; these types of discussions also pertain to emails, texting, and other contemporaneous communication. Mr. Loizzi further discussed the definition of a “meeting,” including the need for committee members to be trained. He also addressed other components of a “meeting” such as time, place and notice requirements. Mr. Loizzi distinguished that this committee is strictly defined to the business listed on the agenda. He also identified that public comment must be provided at each of the committee meetings and written minutes are required and need to be posted for a minimum of 60 days. Lastly, from the packet, Mr. Loizzi discussed enforcement and the possible consequences for violations including criminal and civil penalties.

Mr. Loizzi provided a question and answer opportunity for the committee members. One item discussed was how topics related to those items discussed at the committee cannot be discussed outside of the committee meeting by more than two members.

Another question was in regards to responding to social media. Mr. Loizzi indicated that if it is clear that the comment is being sent directly to the original person, not a committee member, then the communication is fine. However, if it becomes apparent that committee members are interacting, this can become an issue. Time is also a factor that impacts whether or not there is an interaction between committee members (“4-hour rule”).

Board of Education Meeting Updates

Dr. Frost provided the committee with an update on her last two monthly Board meeting updates. She reminded committee members that all presentations are available within the Board packets, which are posted online.

She noted that her monthly updates report on progress in four key targets:

1. Staffing -- A .5 resource teacher at Roosevelt has been requested and the department is currently investigating the need for another social worker to service the middle schools. Additionally, data systems for the collection of information are being prepared to be used for projecting staffing during the 2019-20 school year.
2. Professional Development -- This is an on-going activity. Much training is occurring on Wednesday early release time as well as the opportunity to engage in after-school professional development options. Mrs. Brown asked if teacher assistants (TA) attend and it was shared that they are not required to according to the collective bargaining agreement. Ms. Tesija asked if TAs receive incentives to attend training; TAs can attend through principal approval and timesheets. TAs were provided with training on November 6 on characteristics of autism, sensory integration, and mindfulness techniques. Staff are also providing training, based on needs within buildings. It was shared that TAs meet monthly with principals and other related service providers regarding students and training needs. Member Ryles asked that administration check to see if all principals are meeting with the TAs in their buildings.
3. Consistency -- Policies and procedures are being developed and training is being provided to staff on implementation. Dr. Frost shared that policies, procedures, and training documents are being archived on the District 64 staff portal. The goal is to ensure all buildings are being consistent in practice. The Wednesday early release schedule has various uses for staff to collaborate and train together. It was asked if the principals are involved in training, such as in regards to discipline. Dr. Frost responded that principals have attended our Wednesday training sessions. A question was posed as to who delivers discipline; Dr. Frost and Dr. Heinz indicated that depending on the type and severity of the behavior, those who administer discipline techniques would vary but would include the classroom teacher, social worker, and building administrators.
4. Message of Inclusion -- The Special Education Board Committee and the PT3 group continue to meet. Disability Awareness planning is evolving; principals have access to it as additional activities and resources are being added. Additionally, we have a group working on creating a District-wide Special Olympics team. At this time the focus is expanding to include 5th grade and continuing to include middle schoolers so we have the appropriate number of volunteers for supervision. The date for the event is May 5, 2019. Mr. Ryles indicated that he would like to see a multi-school Special Olympics field

day with a picnic for students and families. The District is returning students from outplacements to home schools when they are ready to begin re-integrating and appropriate supports are available. To date, we have six students who are currently transitioning back. Mrs. Spiewak asked about the “progress made” document. Dr. Frost is creating a document that merged the audit findings and shows progress in each area. Dr. Frost shared that it is continuing to be updated.

Parents and Teachers Talking Together (PT3) Update

PT3 has met three times during September and October. The next three meetings have been scheduled: December 11, January 29 and February 26. The initial meetings focused on relationship building; our next meetings will be a review of the 5 Priorities by the sub-groups and a determination of activities. PT3 is a 38-member group. If any member is not able to participate, we would find a replacement for that individual.

It was asked what is the relationship between the audit and the areas of focus within PT3? Since PT3 developed their priorities before the release of the audit findings, the December 11 meeting will begin with a review of the activities to define if some activities should be added or deleted. Ms. Tesija asked that the document that Dr. Frost is creating that aligns the audit findings with the progress made should be shared with the PT3 groups, so there is no duplication of work.

PTA/O and Sped Parent Liaison

Maura Cullens is coming to the next Special Education Board Committee meeting. She will be meeting with Dr. Frost next week to plan. Ms. Tesija indicated that Ms. Cullens attempted to make the parent group official a few years ago. Ms. Tesija stated that she attended the parent meeting a few weeks ago. Some of the committee members like the idea of an overarching PTO for special education with tentacles to each of their buildings. The goal would be to create continuity, consistency and a forum they, special education parents, own/run. It was discussed that they could possibly introduce special education concepts to general education parents that promote awareness and acceptance. Additionally, there are ideas about parent training (new parents starting in Jefferson) and a parent newsletter (also on the PT3 Priority list). Dr. Heinz was able to find a National Special Education PTO (SEPTA) online.

Scheduling Upcoming Meetings

Topics for the agenda were set to include:

- Mrs. Cullen’s Overview of Parent Group
- PT3 Update
- Board Update
- Report Back regarding TA time with Building Administrators

The next meeting will be on Wednesday, December 19, 2018, at Carpenter School.

Public Comments

- Deborah Lovett - Asked when will the work of PT3 be rolled out to parents? How will sub-groups interact? How will parents know where and when to attend?
- Tom Fisher - Asked what are the roles and responsibilities between PT3, Board Committee, and larger Board? Mr. Ryles talked about how this committee moves PT3 items to the Board. He further asked how trained are building administration on IEPs, BIPs, and the reliance on the BCBA? Dr. Frost and Dr. Heinz indicated that staff are trained but that training is continuing. He also asked about Continuum of Service and Dr. Frost shared that our current programs and services are listed on the website, but offerings are being examined and evolving. Mr. Fisher also asked about how integration will be brought into District 64?
- Ms. Tesija - Asked if administrators have been trained in de-escalation strategies. Dr. Heinz indicated that staff receive continuous training on de-escalation techniques and that each building has a crisis team to assist with extreme behaviors. Dr. Frost indicated that we are training additional staff to be trainers in the District.

Other Items

- Suggestion to add names of Special Education Board Committee on the website.
- Suggestion to provide nameplates for committee members at the next meeting.

Adjournment

The meeting was adjourned by general consent at 7:31 p.m.