



DUPAGE/WEST COOK BOARD
MINUTES – May 14, 2020
Virtual Meeting

Dr. Jimmy Gunnell, Chairperson, called the virtual meeting to order at 10:06 am. During roll call, the following members answered present:

AERO – Dr. Jimmy Gunnell	Districts ##86 & #181 – Tammy Prentiss
CASE – Dr. Mary Furbush	District #201/Cook – Dr. Ramona Stavros
LADSE – Dr. Ellie Ambuehl	District #203 – Dr. Christine Igoe
LASEC – Dr. Danielle Welch	District #204 – Christina Sepiol
NDSEC – Jim Nelson	
PAEC – Mary Beth Boeh	
SASED – Dr. Mindy McGuffin	

The following members were absent:

District #97 – Ebony Lofton
District #99/Cook – Elizabeth Dejewski
District #200/Cook – Dr. Gwen Walker-Qualls
District #200/DuPage – Erica Ekstrom

The following non-voting members were present:

Districts #90, #91, #98 & #100 – Maria McCarthy

The following non-voting members were absent:

District #81 – Susan Piltaver
District #89 – no representative
District #123 – Cynthia Rhia
District #180 – Kim Hanson

The following Parent member was present:

VI/Cook – Alana Rybak

The following Parent member was absent:

DHH/DuPage – Eva Savickas

Also, present:

Nan Diamond, Coordinator, DuPage/West Cook
Teresa Bishop, Treasurer, DuPage/West Cook
Lynne Mennel, Recording Secretary

ADDITIONS TO THE AGENDA

Dr. Gunnell requested to add to the Agenda for discussion a special committee for non-member fees to Item XI: Other Discussion.

APPROVAL OF THE AGENDA WITH THE RECOMMENDED ADDITION

Dr. Mary Furbush moved, and her motion was seconded by Dr. Ellie Ambuehl to approve the agenda as is AND with the recommended addition to Item XI.

VOICE VOTE

MOTION CARRIED

APPROVAL OF THE FEBRUARY BOARD MINUTES

Jim Nelson moved, and his motion was seconded by Dr. Ellie Ambuehl to approve and accept the February 13, 2020 meeting minutes.

VOICE VOTE

MOTION CARRIED

INTRODUCTIONS/GUESTS

Dr. Gunnell requested the audience to please introduce themselves.

Carrie Morfoot - LADSE DHH Program Coordinator

Ellyn Gehrke – SASED DHH Program Administrator

Maureen Kidd – incoming Director, SASED Programs & Services & DWC Coordinator

PUBLIC PARTICIPATION- submitted via email to be read during this portion of the meeting
None.

COORDINATOR'S REPORT – Nan Diamond

Remote Learning Overview - LADSE DHH Remote Learning Plan – Carrie Morefoot

Schedule:

- **Monday: Teacher Planning Day, Student Enrichment/Support**
 - Teachers continue planning for remote learning lessons.
 - No classes meet on Monday; students do not need to check in for attendance purposes on Monday.
 - Students work on various enrichment opportunities, as needed.
 - Students are encouraged to use this time to complete any missing assignments
- **Tuesday-Friday: Remote Learning Day**
 - HSHS Students login into the Canvas Learning Management system for each class following the schedule.
 - Transition Center students log in to their Google Drives daily.
 - Attendance for classes is taken using Google Check-in Form.
 - Assignments and Synchronous classes using a video platform are outlined for the students when they log in.

Grading:

- Students at HSHS will receive letter grade for the semester.
 - Grades will not be lower than the grade the student held on March 13th.
 - Teachers can assign an INC (incomplete) to students that have not participated in Remote Learning (unless otherwise directed by the State) or were failing prior to the school closure due to COVID 19.
 - Students will have the opportunity to make up any missed work or demonstrate skill mastery to receive a grade for the semester on May 18th & May 19th if needed.
 - Staff is working with each individual student to ensure that staff do not need to issue an INC (incomplete).
 - If an INC (incomplete) is unavoidable, an Individualized Resolution Plan will be created and monitored by the DHH Program.
 - Students at the Transition Center have met all graduation requirements and are not impacted by the grading procedures.
 - Students involved in programs at the Technology Center of DuPage will earn credit based on TCD's grading policy.

IEP Goals and Related Services:

- Individualized Remote Learning Plans were developed and sent out to all families.
- Goals that were able to be measured in a Remote Learning Format were identified.
- Students are receiving a combination of synchronous and asynchronous therapy and class services.
- Mainstream class accessibility and accommodations have been monitored by Case Managers and Interpreters.
- Final IEP goal updates will be completed and distributed to the families.

ESY (Extended School Year) LADSE DHH Remote Learning Plan – Carrie Morfoot

Dates & Hours: Students: June 2nd – June 26th, Tuesday – Friday, 9:00 am – 11:00 am

Staff: June 1st – June 26th, Monday – Friday, 8:30 am – 11:30 am

Schedule & Format:

- Staff connected with teachers/team members of students they do not know in their classrooms to learn how students might engage in Remote Learning.
- Staff also contact families to introduce themselves and share the ESY Remote Learning Plans.
- Staff have acclimated to tech platforms their students have been using.

Tuesday – Friday:

- Approximately 2 hours a week of scheduled “synchronous” instruction (Zoom or Google Hangouts Meet) if possible, taking the form of:
 - Class Instruction via teleconference
 - Small group instruction
- Approximately 4 hours a week of “asynchronous” assigned activities/assignments for the student to complete at home
- Approximately 2 hours a week of “check-in” with students/families to provide specific assistance.

Staff Mondays:

- Staff plan for upcoming week and send activities/add to platform for students.
- Weekly staff meeting led by LADSE assigned lead ESY teacher.
- Documentation of student participation and completion of activities from the prior week.

Rationale for Continuing Remote Learning? Or having ESY in June?

Some districts are considering an August “ramp up” to the school year and with the possibility of in-person instruction occurring, LADSE is concerned for two reasons about making this choice. First, LADSE may have difficulty finding staff to work. They already had many teachers interested in working ESY during “normal” dates in June, but they will be focused on their own caseloads in August. Also, if in-person was possible in August, DHH staff might be unable to access the school building due to construction at both Hinsdale South and Hinsdale Central.

Students attending ESY have the most significant needs in general. Hours were adjusted for remote learning. Administration has found in the past month that the amount of time staff needs to plan remote instruction far exceeds the amount of planning they need for in-person instruction, so we have increased hours accordingly. Given the important need for documentation this year, more time is allocated for this purpose.

SASED Remote Learning Plan – Nan Diamond

Overview:

- Development of e-learning days; plan & dissemination of distance learning survey.
- Creation/dissemination of at home resources daily routines & content area supports.
- Provision of meal program & social-emotional care.
- Adoption of learning management systems & coordination with member districts.
- Creation of remote learning plan & roles, expectations for staff.
- Student engagement in & individualization of remote learning plans.
- Development of remote learning procedures & documentation.

Staff:

- Teachers and Vision/Hearing Itinerants
 - Plan student lessons and activities accessible to all students; data collection; live interaction with the classroom group; communication with students/families; independent work.

- Program-based Related Services Staff (SLP's, social workers, psychologists, BMS's, O & M's, Nurses)
 - To provide therapy; data collection per the IEP; maintain scheduled therapy; utilize video-modeling; activities.
- District-based Related Services (OT's/PT's)
 - Participate in IEP meetings; collaborate with teams; provide services to students & support for parents.
- Support Staff (Teacher Assistants, Sign Language Interpreters, Bus Drivers, MATA's)
 - Read aloud; copying, making & mailing packets; join lessons to assist/support students; making picture supports; delivery of materials and/or food; sign language interpreting; braille; training on Microsoft Teams & Seesaw.
- School Improvement & Instructional Support Team Coaches (SIIST/AT)
 - Develop at home strategies to support student behavior; coaching of implementation of learning management systems; develop new trainings on hot topics; develop induction trainings.
- Program Secretaries & Administrative Assistants
 - Manage attendance in Illuminate; emails; complete & disseminate IEP paperwork; copy/collate paper packets; facilitate sign up for non-digital student materials copying & mailing.
- Program Administrators & Central Office Staff
 - Facilitate IEP's; monitor student attendance procedures to ensure staff roles/responsibilities fulfill attendance duties (calls home for unexcused absences, etc.); check in with nurses/secretaries/teachers to identify students in need of additional support/contact; virtually visit classrooms; facilitate the need and distribution of hardware, packets, meals, etc.; work with districts on behalf of families.

Students:

Students who attend SASSED programs part-time and general education part-time in host schools or resident district schools will receive remote learning through their SASSED Team Platform as indicated in their IEP and their individual remote learning plan. Students will receive the related services proportionate with an amount and nature that would be sufficient to meet the key components and requirements of the targeted goals as identified on the students individual remote learning plans by the IEP team members.

The goal was to maximize student instruction based on the student's tolerance level. The following were some instructional considerations:

- Identify realistic, individualize time frames for task completion.
- Provide specific instruction & mini deadlines/benchmarks for assignments.
- Create opportunities for students to demonstrate progress and receive feedback
- Use student interest profiles to inform lessons and activities.
- Provide alternative options for participating in virtual class discussions.
- Create video modeling of how you expect something to be done or what has been successful in the school setting.
- Use built-in accessibility features in learning management systems, albeit on an individualized basis according to student need. Examples: Use heading styles that allow screen reading software to navigate from section to section: use font, size, and text formatting to distinguish between items or to navigate; ensure no information is conveyed solely by color or sound; use Alt-Text to allow users with screen readers or with slow connection to identify your images, graphs, and charts; and enable tooltips so that descriptions appear when users hover over images, graphs, and charts.
- Provide transcripts of any pre-recorded audio or video used with students. Use closed captioning on videos. (e.g., read aloud, etc.)
- Use descriptive titles, headers, and captions to provide additional context and information for students.

SASED Intergovernmental Agreement (IGA) for Non-DWC Districts – Nan Diamond

SASED is servicing approximately 22 students within the Vision program, whose resident district is a non-member district of DuPage West Cook (DWC). LADSE has several students in their DHH program who are not districts within DWC.

SASED now has a formal IGA for Non-Member Districts, which includes:

- General Information
- Term
- Program Services
- School Districts Responsibilities
- Tuition & Reimbursement
- National School Lunch/School Breakfast Programs
- Invoices & Payments
- Indemnification & Waiver
- Student Records
- Continuing Obligations
- Assignment
- Multiple Counterparts
- Governing Law
- Notices
- Authority
- Severability
- Complete Understanding
- Waiver
- Amendments

Dr. Danielle Welch asked how SASED come up with the fee amount (\$5,000). Nan Diamond stated the fee amount is the same as charged in the past. It may be reevaluated in the future.

Student Recognition –

Our students had a very successful year despite the pandemic. See attachments 5 & 6 of the Board packet for detailed student recognitions from the SASED Vision and Deaf/Hard of Hearing Programs and the LADSE Deaf/Hard of Hearing High School and Transition Programs.

Mrs. Alana Rybak asked if there was any data on college for the SASED programs. Nan Diamond said she would ask for it to be included for next year.

FINANCIALS

Treasurer’s Report – Teresa Bishop

Jim Nelson moved, and is motion was seconded by Dr. Ellie Ambuehl to accept the Treasurer’s Report ending March 31, 2020 with a balance of \$15,196.06.

VOICE VOTE

MOTION CARRIED

Teresa Bishop noted the interest earned was \$46.74.

SUGGESTED QUARTERLY MEETING FOR 2020-2021

The following quarterly meeting dates, time and location for the meetings where agreed upon and approved by the Board.

- DATES:**
- September 17, 2020
 - November 12, 2020
 - February 11, 2021
 - May 13, 2021

TIME: 10:00 am
PLACE: SASSED Administrative Center
2900 Ogden Avenue
Lisle, IL 60532

Dr. Mary Furbush moved, and her motion was seconded by Dr. Ellie Ambuehl to accept & approve the 2020-2021 quarterly meetings.

VOICE VOTE

MOTION CARRIED

DuPage West Cook Board Representative Terms – Lynne Mennel

Emails and resolutions were sent to 5 cooperatives/districts, and as of the meeting, none had been returned. Lynne will follow up.

OTHER DISCUSSION

Dr. Gunnell expressed creating a DWC Committee to review the terms of the IGA as the fees are complicated. The following Board members volunteered to be on the committee:

Dr. Jimmy Gunnell, Dr. Mindy McGuffin, Dr. Ellie Ambuehl, Dr. Daniel Welch, Dr. Christine Igne
The committee will meet in the fall of 2020.

Maureen Kidd was introduced as Nan's successor as both the DWC Coordinator and Director of SASSED's Programs & Services. Welcome, Maureen!

SERVICE RECOGNITION - Dr. Jimmy Gunnell

Thank you all for your service to DuPage West Cook and its students.

Nan Diamond – DWC Coordinator and SASSED Director of Programs & Services – retiring after 19+ years

Joan Allison – SASSED Vision Program Administrator - retiring after 47 years. She will continue to service on the National CEC Visually Impaired Board.

Teresa Bishop - DWC Treasurer and SASSED Director of Business – moving on to South Cook D215

Lynne Mennel – DWC Recording Secretary and SASSED Administrative Assistant for Programs & Services – retiring after 16+ years

Dr. Gunnell wanted to say a few complimentary words for Nan Diamond regarding her tenure as DWC Coordinator. She brought parent representatives to the Board and at one time created a parent directory to bring kids together as a community after school and on weekends.

In 2017, she won the IAASE Berto Award for Distinguished Leadership. This a lifetime achievement award, which she received as a Coordinator, not a Director. She truly inspired us all. Thank you, Nan!

ADJOURNMENT

Dr. Mary Furbush moved, and her motion was seconded by Jim Nelson to adjourn the meeting.

The meeting was adjourned at 10:51 am.


Dr. James Gunnell, Board Chairperson


Dr. Ellie Ambuehl, Board Secretary


Lynne Mennel, Recording Secretary