

*LADSE serves seventeen member school districts,  
fourteen elementary and three high school districts,  
in Western Cook and Eastern Du Page Counties.*

**COOK COUNTY MEMBER DISTRICTS**

Westchester District 92 ½	Westchester
Komarek District 94	North Riverside
Brookfield/LaGrange Park District 95	Brookfield/LaGrange Park
Riverside District 96	Riverside
Western Springs District 101	Western Springs
Elementary School District 102	LaGrange Park/LaGrange/Brookfield
Lyons District 103	Lyons/Stickney/Brookfield/McCook
LaGrange School District 105	LaGrange/Hodgkins/Countryside
LaGrange Highlands District 106	LaGrange Highlands/Indian Head Park
Pleasantdale District 107	Countryside/Willow Springs/Burr Ridge/ Indian Head Park
Lyons Township High School District 204	LaGrange/LaGrange Park/Brookfield/ Lyons/Stickney/McCook/Hodgkins/ Countryside/LaGrange Highlands/ Indian Head Park/Willow Springs/ Burr Ridge
Riverside/Brookfield High School Township District 208	Riverside/Brookfield

**DU PAGE COUNTY MEMBER DISTRICTS**

Butler District 53	Oak Brook
Darien District 61	Darien
Gower District 62	Burr Ridge/Willowbrook
Community Consolidated District 181	Hinsdale/Clarendon Hills
Hinsdale Township High School District 86	Hinsdale/Clarendon Hills/Darien Burr Ridge/Willowbrook/Oak Brook

## LADSE HISTORY

In 1957 LADSE was established as the first special education joint agreement cooperative in Illinois. C. Lewis Martin, the Assistant Superintendent of LaGrange/LaGrange Park District 102, recognized the need for more organized and appropriate services for students with special needs, and successfully worked to modify the Illinois School code to allow for the formation of special education joint agreements. C. Lewis Martin became the first Director of LADSE. LADSE retains its original sixteen member districts...Butler District 53, Darien District 61, Gower District 62, Komarek District 94, Brookfield/LaGrange Park District 95, Riverside District 96, Western Springs District 101, LaGrange/LaGrange Park District 102, Lyons District 103, LaGrange South District 105, LaGrange Highlands District 106, Pleasantdale District 107, Community Consolidated Hinsdale Elementary District 181, Hinsdale Township High School District 86, Lyons Township High School District 204, Riverside-Brookfield Township High School District 208. Westchester District 92 ½ joined LADSE in 1999.

## LADSE'S MISSION STATEMENT

*The LaGrange Area Department of Special Education (LADSE) is committed to the provision of quality education for all children. In carrying out this commitment, LADSE has adopted the following mission statement.*

- *Enhance the educational experiences of all students with unique learning needs by providing a broad range of high quality programs and services.*
- *Create heterogeneous learning environments that empower youth with disabilities to become adults leading purposeful lives which include meaningful work, satisfying friendships and leisure time, and maximizing self-sufficiency and independence within the community.*
- *Create conditions in our schools and communities that encourage meaningful and mutually enriching relationships among all students, without regard to disabilities or labels.*
- *Expand the knowledge and skills of educators, parents, and the community so that they may work together to design, implement, and maintain effective programs flexible enough to meet the learning needs of each and every student.*

## LADSE'S BELIEFS AND VALUES

- € *We believe our primary responsibility is to improve student learning and achievement through the use of scientifically-based instruction and intervention.*
- € *We believe in early intervention for the prevention of student learning difficulties and the provision of services in the least restrictive environment.*
- € *We believe in the utilization of Response to Intervention (RtI) and formal problem-solving as our data-based decision-making tool and the provision of ongoing applied professional development for all staff.*
- € *We believe in fostering collaborative relationships with our member districts including parent education and participation.*
- € *We believe in fiscal responsibility in our program planning process and the use of program evaluation as a tool for future planning.*

## LADSE'S LONG-RANGE GOALS

In October of 2002, approximately 50 stakeholders (LADSE staff, superintendents, principals, key communicators, general and special education teachers, parents, and a student) participated in an all-day session to develop long-range staff development goals for LADSE. These goals are the basis for LADSE's ongoing operations and new initiatives.

1. Improving outcomes for all students.
2. Developing prevention and early intervention competencies.
3. Increasing parent involvement as informed and involved partners.
4. Improving participation for all students in the general education program.

## LADSE'S GOVERNANCE – THE DIRECTING BOARD

### **Board Membership**

The Superintendents of LADSE's 17 districts are members of the LADSE Directing Board. Each Superintendent/district has an equal voice in the decisions of the Board. The Board meets five times during the school year, with other meetings called when needed. At the first meeting of the year, the Board elects officers and forms committees as needed for that year.

### **Board Duties/Responsibilities**

The Directing Board is the ultimate decision-making body for the cooperative. It hires an Executive Director to serve as chief Executive Director of the cooperative. The Board sets policy, and reviews and approves budgets, expenditures, personnel decisions, and LADSE programs/services as presented to it by the Executive Director.

### **Administrative District**

LADSE is not a legal entity, therefore, consistent with Illinois School Code, Lyons Township High School District 204 serves as LADSE's administrative district. The administrative district's board of education ratifies the fiscal decisions/actions of LADSE's Directing Board, i.e. the annual budget, staffing, and monthly expenditures.

## LADSE ADMINISTRATION

- **Executive Council**
- **Program/Services Coordinators**

### **THE EXECUTIVE COUNCIL**

*The Executive Director, Administrative Assistant to the Director, Director of Business Services, Director of Human Resources, and the Administrators for Professional Development and Programs/Related Services* make up the Director's Executive Council and are responsible for agency-wide oversight, development, implementation, and evaluation of programs and services and staff who work in them, policy, budget, long-range planning, and other agency management issues as assigned by the Executive Director and the Directing Board. Members of the Executive Council report directly to the Executive Director.

### **Executive Director**

The 23 Illinois Administrative Code Part 226 states that the cooperative entity shall employ a full-time Director of Special Education who shall be the chief administrative officer of the special education programs and services of the cooperative. The Executive Director of LADSE is the sole state-approved Director of Special Education for LADSE's 17 member districts. Member districts can employ individuals to coordinate special education services within a district, but those individuals are not recognized by the state as special education directors. They are district-level administrators. The Executive Director of LADSE is the ONLY state-approved Director of Special Education for the LADSE districts.

The Executive Director of LADSE is responsible for the implementation of policies adopted by the Directing Board, assuring compliance with state and federal regulations, providing a full continuum of special education services and self-contained and multi-district programs for the LADSE districts, maintaining a standard of excellence of programs and services, and for the employment and training of qualified LADSE staff.

#### **Administrative Assistant to the Executive Director**

The Administrative Assistant to the Executive Director works in all capacities of support and functioning of the Director's office, is the LADSE general Office Manager, and is the Recording Secretary to the Directing Board.

#### **Director of Business Services**

The Director of Business Services is responsible for day-to-day implementation and operation of LADSE's fiscal policies and operations. The Director of Business Services is responsible for submitting reimbursement claims to the state and federal governments, the student accounting system, student transportation, technology infrastructure, and maintenance of the building and grounds. The Director of Business Services also provides supports to LADSE member districts on fiscal matters.

#### **Director of Human Resources**

The Director of Human Resources, in consultation with LADSE administrators, determines staffing needs. The Director is responsible for recruiting, interviewing, and hiring of all staff. The Director is also responsible for maintaining and implementing all employment policies and practices and compliance with legal, state, and federal rules and regulations. Member districts can request the HR Director's assistance to recruit and interview district candidates. The HR Director is also a resource for districts on employment issues.

#### **Administrator - Professional Development**

The Administrator for Professional Development, in consultation with LADSE and district administrators, determines and implements professional development activities for LADSE and district staff. This Administrator is also responsible for coordinating and implementing LADSE Institute Day programs, LADSE Strands, and other similar agency activities and initiatives.

#### **Administrator – Programs and Related Services**

The Administrator of a program or related service is responsible for budget development; supervision, evaluation, and professional development for LADSE staff; research, development, and evaluation of curriculum and services; student management; and all other aspects of administering a specific program and/or service.

#### **PROGRAM/RELATED SERVICES COORDINATORS**

The Program and Related Services Coordinators are responsible for the day-to-day operation of a specific multi-district program or of a related service. They supervise teachers and related services staff, have direct contact with students, parents, and district personnel. They work with their Program Administrators on staff evaluation, professional development, curriculum/program development, budget development, and any other issues related to their programs/services. The Coordinators report to the Program Administrators (Executive Council).

## LADSE'S FUNDING SOURCES

### Local Funds

### State Funds

### Federal Funds

### Discretionary Grants

- **Local** – 1) Each member district is assessed yearly based on its total enrollment. 2) Districts pay tuition for students enrolled in LADSE multi-district programs. 3) Districts are able to contract with LADSE for related services through the purchased services option. 4) Interest income.
- **State** – Special education state revenue is based upon categorical funding formulas which are prorated by the legislature each year. The major state funding source for LADSE is personnel reimbursement. The districts receive state 702a funds.
- **Federal** – Federal revenue comes to LADSE from the IDEA Grant (Individuals with Disability Act) and IDEA-Preschool Grant which are entitlement grants. The level of funding is determined annually on a per-student basis.
- **Discretionary Grants** – LADSE can apply for discretionary grants offered by state and local sources, such as WIA (Work Force Investment Act), DRS/STEP (Department of Rehabilitation Services/Secondary Transition and Employment Program), Aspire, Pre-School-For-All, which are awarded for specific purposes.

These revenues are incorporated into the LADSE budget which is approved by the Directing Board and ratified by the administrative district's board of education.

## **LADSE PROGRAMS/SERVICES**

**Base Services – Provided to all districts**

**Purchased Services – Purchased as needed**

**Multi-District Tuition Programs - Accessed as needed**

### **Base Services**

Base Services as approved by the Directing Board are provided to districts as needed; there are no individual charges for these services. IDEA funds and personnel reimbursement are used to fund these services. Adaptive PE

- Assistive Technology
- District Autism Supports
- District Emotional Disorders supports
- ECE Evaluation
- RtI Supports (Response to Intervention)
- Nursing Services
- Vocational Services
- Student Accounting
- Parent Education
- Transportation Coordination
- State/Federal Compliance Information
- School Psychologist \*\*

### **Purchased Services**

The Purchased Services option was created to accommodate districts who require less than a full-time related services position to serve the needs of their students. These partial FTEs can be purchased from LADSE. The total compensation for all staff in a particular job category, e.g. all OTs, is averaged to determine the cost per FTE to the districts. The exceptions to this are purchased service requests received after the mid-March deadline for P.S. requests. After the March deadline, if it is necessary for LADSE to contract with an outside agency for a service, a district will be charged the actual cost of the service. The district would have the option of contracting directly with an agency.

\*\*Districts pay for School Psychology services. However, LADSE determines the district's FTE of psych services, generally based a ratio of psych to the number of general education students in a district. Contact the program coordinator for current ratio. Districts may purchase additional psychology services.

### **Multi-District Tuition Programs**

LADSE is committed to providing a full-continuum of programs for students. Based on needs of the districts and the approval of the Directing Board, LADSE provides multi-district programs to serve the low-incidence student population. These programs are supported by student tuition. Historically, LADSE has operated Early Childhood Education (ECE), Communication Disorder (CD), Emotional Disability (ED), Phonological, and Multi-Need Programs. These programs are housed in member district schools.