

Due Process Screening Committee Meeting
August 26, 2004

The meeting was called to order by Chairman Dr. Joe Vaal.

Members in attendance:

Dr. Joe Vaal (by phone)

Dr. Margie Jobes

Amy Abele (by phone)

Kathy Lyons (by phone)

Jason Speaks (by phone)

Terri Devine (by phone)

C. Jackson Darnall (by phone)

Others in attendance:

Elizabeth Brooks

Elizabeth Hanselman

James Gunnell

Brad Colwell (by phone)

Tom Britton (by phone)

Agenda item three was moved to the front of the items for discussion. A motion was made by Amy Abele and seconded by Jason Speaks to appoint Kathy Lyons as the new chairperson of the screening committee. The motion carried by voice vote.

Agenda item five was moved to the second order of business. After discussion a motion was made by Joe Vaal and seconded by Amy Abele to adopt the following schedule for meetings:

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|---------------------|-----------------------------------|-------------------------|
| • 10/25/04 | 9:15 am—11:30 am | DePaul (O'Hare Campus) |
| • 12/07/04 | 9:30 am—11:30 am | ISBE Springfield Office |
| • 02/11/05 | 9:15 am—4:00 pm | DePaul (O'Hare Campus) |
| • 04/12/05 | 9:30 am—11:30 am | ISBE Springfield Office |
| • 06/2&3 or 9&10/05 | (in conjunction with HO training) | Springfield |

The motion carried by voice vote.

Agenda item six was moved to third for discussion. A motion was made by Margie Jobes and seconded by Joe Vaal to post the calendar of scheduled meetings, the approved screening committee minutes, and the names of the committee members with their affiliation on the ISBE website. The motion carried by voice vote.

Discussion ensued over attendance of members. Members indicated that with the regularly scheduled meetings, the problem was resolved.

Agenda item one was moved to item five. A motion was made by Amy Abele and seconded by Margie Jobes to approve the June 30, 2004 minutes. The motion carried by voice vote.

Agenda item two was moved to item six. Discussion ensued over the draft copy of the *Complaint Investigation Procedures*. The updated draft will be forwarded to members for their review and then to ISBE's legal department. A meeting was scheduled for October 21, 2004 at 9:30 am for approval of the procedures.

There was no other old business.

Brad and Tom informed committee members of the recent passing of Hearing Officer Katherine Black. Kathy Lyons indicated that she would draft a letter of appreciation for her services to the family.

Margie Jobes motioned and Amy Abele seconded a motion to adjourn. Meeting was adjourned at 1:50 p.m. by voice vote.