

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

Open Meeting Minutes

Date: April 4, 2017

Time: 9:11 a.m.

Location: L.E.A.S.E. Office Board Room

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Cleve Threadgill

Members in attendance:

1. Mr. Brian DeBernardi
2. Mr. Ryan Linnig
3. Mr. Ted Sanders
4. Mr. Matt Seaton
5. Mr. Cleve Threadgill
6. Mr. Steve Wrobleski

Members absent:

1. Dr. Sandra Malahy

Also present

1. Ms. Mary Jane Chapman, Director
2. Mr. Matt Winchester, Assistant Director

Reception of Guests and Visitors & Opportunity for Public Comment

Susan Bruner, C.B.S. Principal was recognized as a guest

C.B.S. monthly report

The CBS Curriculum Team which include all the C.B.S. staff met to discuss progress of the math curriculum and timelines for designing the writing curriculum. Year-long curriculum mapping has begun and 2017-2018 professional development will reflect school-wide staff instruction and implementation of the Daily5 and the Daily3 with eventual training on Writer's Workshop.

Circuit Breaker hosted the monthly Illinois Valley Transition Planning Committee meeting. A meeting has been scheduled with DHS to discuss a possible STEP program for qualifying CBS seniors.

The CBS Activity Committee booked Senica's Oak Ridge Golf Course for the First Annual CBS Golf Outing on Friday, October 6th. Ongoing planning will be reported regularly.

The PERA Committee met to 'tweak' a few things after using all components for evaluating teachers this year. The overall consensus was positive with minor modifications to the rubric and evaluation tool.

An Honor's Banquet was held for those students with either academic or behavioral excellence during the third quarter. 17 students were recognized.

ADV/SAS has been presenting to the junior high and high school students regularly to address pertinent topics including drug and alcohol use/abuse, dating violence, and general sexual topics.

CBS staff members were provided a celebration luncheon and students had an assembly to honor our 2016-2017 progress. Susan shared additional school wide student data including projections for enrollment next year.

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on March 7, 2017; February 2017 Bank Reconciliation; Bills and Financial Reports and C.B.S. Activity Fund Report)

Summary of discussion: Ms. Chapman shared an additional bill list.

Motion made by: Mr. Wrobleski

Motion: To approve the open session minutes and the closed session minutes from the board meeting held on March 7, 2017, to approve the February 2017 bank reconciliation, the bills and financial reports, and the C.B.S. activity fund report.

Motion seconded by: Mr. Linnig

Roll Call: "Yeas" – Wrobleski, Linnig, DeBernardi, Sanders, Seaton and Threadgill.
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the date for the 2016-2017 budget amendment hearing and review the draft of the 2016-2017 budget amendment;

Summary of discussion: Ms. Chapman shared the proposed budget amendment for approval next month. Currently, the overall budget is \$314,256 less than the approved budget, but \$300,000 of that is a reduction in expected Medicaid Fee for Service payments. The basic changes were the addition of O&M services, additional Speech/Language services at CBS due to FMLA leave, fixed a formula error in a TRS calculation, updated internet and phone usage to reflect erate payments, increase bookkeeping "software" maintenance for new bookkeeping system, added salary and benefits for new CBS secretary, reduced the IDEA funds for incentive programs after final Dec. 1. Child Count. Today, the Executive Committee just needs to formally set a date for our budget amendment hearing in May. Our proposed amendment went on public display March 28th, so we will meet the 30 day requirement to approve the amendment during our May meeting (May 2nd).

Motion made by: Mr. Linnig

Motion: to set Tuesday, May 2, 2017 as the L.E.A.S.E. 2016-2017 public budget amendment hearing date.

Motion seconded by: Mr. Sanders

Voice Vote: "Yeas" – all
"Nays" – none.

Action: Passed

Agenda item: Approve the date for the 2017-2018 budget hearing and review the draft of the proposed 2017-2018 budget.

Summary of discussion: Ms. Chapman shared a very preliminary proposed budget for 2018. We still have not received any information regarding IDEA funding for next year, and we don't have salary information. She did work toward changing the CBS expenditures to be 75% tuition and 25% IDEA funds. No action is required at this time except to formally approve the FY2018 budget hearing for our June meeting (June 6th).

Motion made by: Mr. Linnig

Motion: to set Tuesday, June 6, 2017 as the L.E.A.S.E. FY18 public budget hearing date when formal approval of the 2017-2018 budget is to be considered.

Motion seconded by: Mr. Sanders

Voice vote: "Yeas" – all
"Nays" – none.

Action: Passed

Agenda item: Accept the resignation of staff

Summary of discussion: Ms. Chapman shared a letter of resignation from Assistant Director, Matt Winchester.

Motion made by: Mr. Linnig

Motion: to accept with regret the resignation of Matt Winchester effective June 30, 2017.

Motion seconded by: Mr. Wrobleski

Voice Vote: "Yeas" – all
"Nays" – none.

Action: Passed

Agenda item: Review for possible approval any applications received for federal funding through L.E.A.S.E. to meet one or more of the highest priority cooperative-wide needs indicated on our recently approved needs assessment

Summary of discussion: Ms. Chapman has not received any requests.

Motion to Adjourn to Closed Meeting

Date: April 4, 2017

Time: 9:41 a.m.

Location: L.E.A.S.E. Office Board Room

A motion was made by Mr. Seaton

And seconded by Mr. DeBernardi

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance or dismissal of specific employees.

Closed Meeting Roll Call: "Yeas" – Seaton, DeBernardi, Linnig, Sanders, Threadgill and Wrobleski.

"Nays" – none.

Action Passed

Time of adjournment of closed meeting and return to open meeting: 11:30 a.m.

Motion to Return to Open Meeting

A motion was made by: Mr. Sanders

And seconded by Mr. DeBernardi

To return to open meeting

Roll Call: "Yeas" – Sanders, DeBernardi, Linnig, Threadgill and Wrobleski
"Nays" – none

Action Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Approve resolutions related to the employment of staff

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Wroblewski

Motion: to adopt the following resolutions:

WHEREAS a vacancy exists for a Circuit Breaker School Secretary for the remainder of the 2016-17 school year and . . .

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . .

RESOLVED to employ Kim Snell for the remainder of the 2016-17 school year as a full time twelve month employee at a rate of \$18.00 per hour.

WHEREAS: There exists an opening for a twelve month Executive Secretary at L.E.A.S.E. for the 2017-2018 school year and ...

WHEREAS an applicant has been found that meets the requirements of the position, therefore be it . . .

RESOLVED to employ Colleen Stefan to fill the vacancy for the 2017-2018 school year, at a rate of \$19.50 per hour.

WHEREAS a vacancy exists for a School Psychologist to serve LEASE and its member districts for the 2017-18 school year and...

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . . .

RESOLVED to employ Mike Grenda for the 2017-2018 school year at a salary of \$64,000.

WHEREAS a vacancy exists for a Preschool Speech and Language Pathologist to serve on the LEASE Preschool Screening Team for the 2017-18 school year and...

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . . .

RESOLVED to employ Molly Kasperski for the 2017-2018 school year at step A13 on the hiring schedule.

WHEREAS a vacancy exists for a Circuit Breaker School Teacher and . . .

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it ...

RESOLVED to employ Megan Sandrock for the 2017-18 school year at step A-6 on the hiring schedule as a C.B.S. Teacher.

Motion seconded by: Mr. Linnig

Voice vote: "Yeas" – All

"Nays" – none.

Action Passed

Agenda item: Approve employee salaries for the upcoming year(s)

Summary of discussion: This item was tabled by the Chairman.

Agenda item: Renew Executive Director's Contract

Summary of discussion: This item was tabled by the Chairman.

Information Items

Report on the evaluation of programs supported by L.E.A.S.E. federal I.D.E.A. grant funding

Mr. Winchester reported that L.E.A.S.E. incentive funds are currently supporting twenty-one local district programs. We are continuing to receive evaluation documentation for these programs through this week. Programs that responded to date have met their identified objectives. Twelve of the sixteen direct service programs served students from other districts within the LEASE cooperative. Many of these programs have enabled students who would otherwise have been sent to more restrictive settings to remain in a public school setting. The itinerant and umbrella programs help to ensure that needed services are available in districts that would have had difficulty employing part-time certified staff (assuming these specialist employees can be secured).

Updates on IDEA Grant activities

Mr. Winchester shared that we received notification that the IDEA Part B Grant amendment(s) were approved by the State. We will be sending districts reminders over the next week or two about the amount of funds that still need to be expended. All claims must be submitted by May 12, 2017, in order to be paid by June 30th. If you have a bookkeeper complete the claims, please make sure you forward them the new claim forms that we emailed you as all claims must be submitted using these new forms.

Mandated Categorical Payments

As indicated in your packet, it appears that we will not need to collect additional funds from districts if personnel reimbursement is not received in this calendar year. There was some question as to how to handle this because most of our reserve funds are federal funds, and we did not want to trigger the TRS penalty by using those funds for salaries. After some discussion with our auditor, she indicated that we should not change the account the payments are made from and that the annual financial report (AFR) would show a deficit since the revenue used for the expense was from a prior year, but overall, the AFR would not show a negative fund balance.

Review the L.E.A.S.E. Central Office professional staff calendar for 2017-2018

A copy of the coordinator calendar was included in your packet. Ms. Chapman has formulated this calendar in consideration of the local district calendars that have been submitted thus far with the goal of maximizing consistency with the majority of our member districts. If there are no glaring concerns, she plans to develop other individualized work calendars for our staff who work on various schedules using the accompanying calendar as a premise. She believes this calendar will maximize the availability of L.E.A.S.E. services to our districts when they are most generally open for business.

L.E.A.S.E. / V.O.I.C.E. / Legislative / I.S.B.E. / Medicaid recent initiatives

- a. Automobile accident- On March 9th, one of our coordinators was involved in an accident. No tickets were issued for the accident and there were no major injuries. The insurance company totaled the car.
- b. Our Health Life Safety 10 Year Survey was accepted by ISBE on March 16th.
- c. On March 29th Melanie Fleenor from ISBE came to work with the coordinators Matt and Mary Jane on transition planning. We were able to get specific questions answered and gather some resources to provide updated training for member districts. We are still waiting on clarification on one issue that may result in changes to PowerIEP. We will let users know if changes are made.
- d. Don't forget, Medicaid Administrative Outreach third quarter financials are due to Fairbanks April 17th. If you miss the file date, the next time you can file for this quarter will be July 15th. The required updated REV lookup data was sent out last week.
- e. Maintenance of Effort Worksheets are expected any time from ISBE. As always Ms. Chapman will be available to help any of our member districts who need to complete exception worksheets in order to meet the MOE requirements,
- f. ISBE has updated the Indicator 14 post high school survey and resources on their website. This year a random sample of schools from each of the size categories have been selected to participate in the survey. Leland, Serena, Streater H.S. and Mendota H.S. have been selected from our cooperative. Those districts will be notified of the new requirements.
- g. It's time for districts to start updating information for GATA for FY18. Ms. Chapman will include the required steps in her report for the upcoming Superintendent meeting.
- h. Since forwarding the email to districts regarding Medicaid Fee for Service funding, Ms. Chapman received an update from Steve Koruna indicating that funds for the November 11th through December 11th claims have been released.
- i. House Bill 484 has been passed out of committee and is on its way to second reading in the House. This bill contains language that would change the way that schools are reimbursed by the state for students with high needs from one that favors the private schools to one that is placement neutral. This means that whether a student is placed in a private setting or a public setting, a school district will be reimbursed once the cost for educating that student has exceeded 2x the per capita tuition cost.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Linnig

Motion seconded by Mr. Sanders

Voice vote: Yeas all

Nays none

Action: Passed

Time of adjournment: 11:42 a.m.

Post Meeting Action

Date minutes approved: May 2, 2017

Date minutes were available for public inspection: May 2, 2017

Date minutes were posted on Alliance website: May 2, 2017

II.

LaSalle /Putnam County Educational Alliance for Special Education

Susan A. Bruner, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

Telephone 815-220-0740
Fax 815-220-0881

To: Mary Jane Chapman, Director

From: Susan Bruner, Principal

Re: End of Month Report/March

Date: March 29, 2017

The CBS Curriculum Team met to discuss progress of the math curriculum and timelines for designing the writing curriculum. Year-long curriculum mapping has begun and 2017-2018 professional development will reflect school-wide staff instruction and implementation of the Daily5 and the Daily3 with eventual training on Writer's Workshop.

Circuit Breaker hosted the monthly Illinois Valley Transition Planning Committee meeting. A meeting has been scheduled with DHS to discuss a possible STEP program for qualifying CBS seniors.

The CBS Activity Committee booked Senica's Oak Ridge Golf Course for the First Annual CBS Golf Outing on Friday, October 6th. Ongoing planning will be reported regularly.

The PERA Committee met to 'tweak' a few things after using all components for evaluating teachers this year. The overall consensus was positive with minor modifications to the rubric and evaluation tool.

An Honor's Banquet was held for those students with either academic or behavioral excellence during the third quarter. 17 students were recognized.

ADV/SAS has been presenting to the junior high and high school students regularly to address pertinent topics including drug and alcohol use/abuse, dating violence, and general sexual topics.

And finally, CBS staff members were provided a celebration luncheon and students had an assembly to honor our 2016-2017 progress. I will share school wide student data during the Executive Committee meeting.

CBS Monthly Statistic Report for March 2017

1. New students enrolled for the first time this month: **3**
2. Total of all students who were on CBS rolls at anytime this month: **55**
3. Number of students on rolls at end of month: **55**
4. Number of boys on rolls at end of month: **47**
5. Number of girls on rolls at end of month: **8**
6. List all students who entered the CBS program this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
Boy	Putnam Co. Comm. #535	3/8/17
Boy	Peru Elem. #124	3/13/17
Boy	LP H.S. #120	3/27/17

7. List students returned to sending, or other responsible district, for any reason this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
-----------------------	-------------------------	---------------------

8. List students staffed to residential or other alternative placement this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	Ottawa H.S. #140	1/20/17
Boy	Ottawa H.S. #140	2/7/17
Boy	LaSalle Elem. #122	3/7/17
Boy	LP H.S. #120	3/27/17

9. List students who have dropped and are not included in #7 or #8 above:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	LaSalle Elem. #122	3/2/17
Boy	Ottawa H.S. #140	3/30/17

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
93	- 22.5	= 70.5	/ 919	= 7.67%

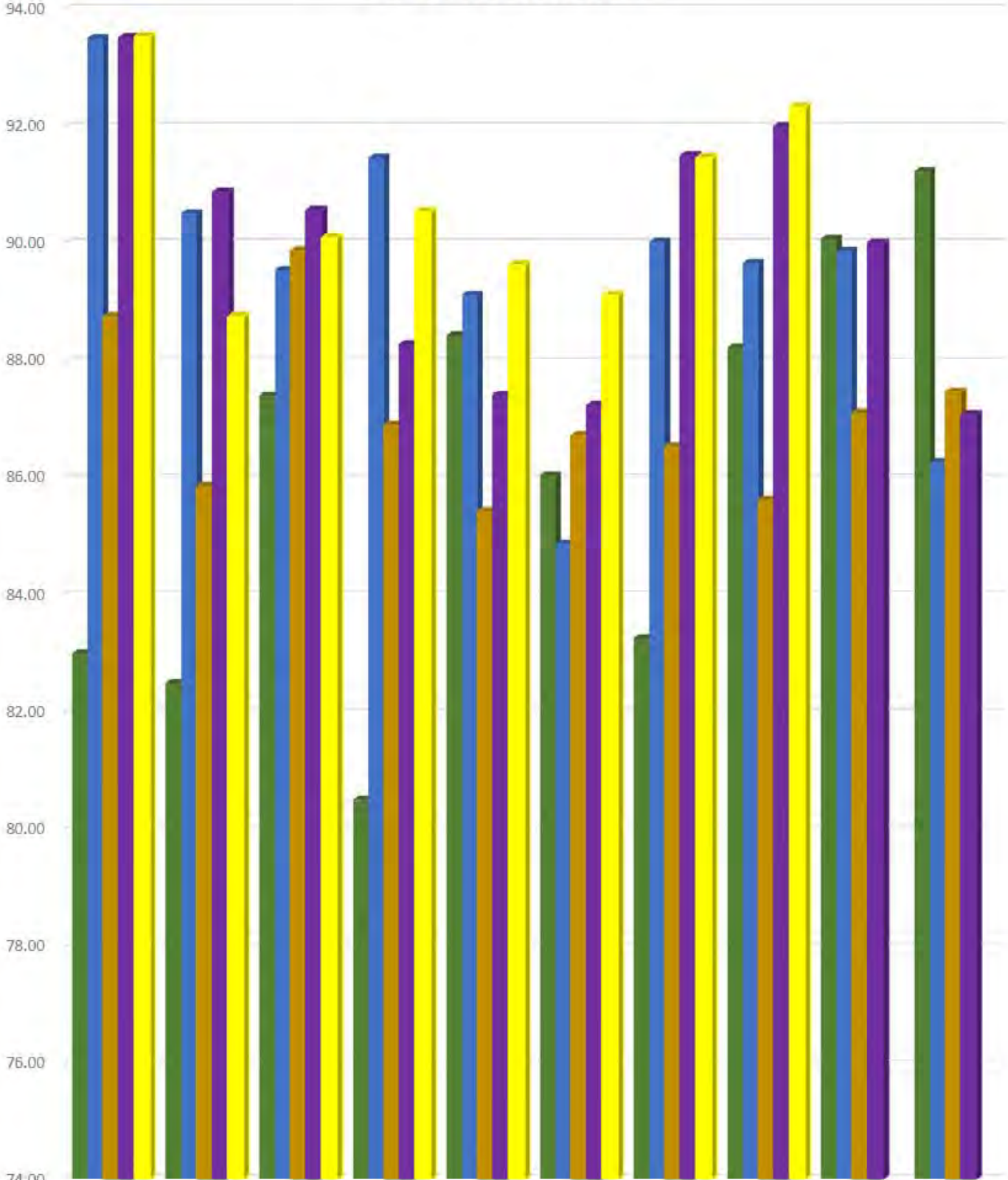
**Circuit Breaker School
March**

**Absence Report
2017**

Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	17	1	0	0	1	5.88%
2	2	17	0	0	0	0	0.00%
3	2	17	3	0	0	3	17.65%
4	9	17	0	2	0	2	11.76%
5	9	17	0.5	0	0	0.5	2.94%
6	9	17	0	0	0	0	0.00%
7	9	17	0	0	0	0	0.00%
8	44	17	0	0	0	0	0.00%
9	44	17	1	0	0	1	5.88%
10	44	17	1	0	0	1	5.88%
11	44	17	0	0	0	0	0.00%
12	44	17	0	0	0	0	0.00%
13	44	17	0	1	0	1	5.88%
14	44	17	0	0	0	0	0.00%
15	44	17	2	1	0	3	17.65%
16	44	17	0	2	0	2	11.76%
17	44	17	0	3	0	3	17.65%
18	82	17	0	0	0	0	0.00%
19	95	17	1	0	0	1	5.88%
20	120	17	0	0	0	0	0.00%
21	120	4	0	0	5	0	0.00%
22	120	17	0	0	0	0	0.00%
23	122	17	0	0.5	0	0.5	2.94%
24	122	17	1	0	0	1	5.88%
25	122	2	0	0	0	0	0.00%
26	122	17	0	0	0	0	0.00%
27	122	17	0	0	0	0	0.00%
28	122	17	0	1	0	1	5.88%
29	122	17	0	0	8.5	0	0.00%
30	122	17	0	0	0	0	0.00%
31	122	17	0	0	0	0	0.00%
32	124	17	0.5	0	0	0.5	2.94%
33	124	17	0	0	0	0	0.00%
34	124	17	0	0	0	0	0.00%
35	125	17	0	0	0	0	0.00%
36	140	17	2	0	0	2	11.76%
37	140	17	0	10	6	10	58.82%
38	140	17	0	1	3	1	5.88%
39	141	17	1	0	0	1	5.88%
40	141	17	1	0	0	1	5.88%
41	150	17	2	0	0	2	11.76%
42	150	17	2	0	0	2	11.76%
43	160	17	3.5	0	0	3.5	20.59%
44	150	17	1	0	0	1	5.88%
45	170	17	3	0	0	3	17.65%
46	185	17	1	0	0	1	5.88%
47	280	17	1	0	0	1	5.88%
48	280	17	4.5	1	0	5.5	32.35%
49	289	17	3	2	0	5	29.41%

50	289	17	1.5	1	0	2.5	14.71%
51	289	17	0	0	0	0	0.00%
52	289	17	0	1.5	0	1.5	8.82%
53	425	17	0	0	0	0	0.00%
54	425	17	0	5	0	5	29.41%
55	425	17	0	0	0	0	0.00%
56	535	12	1	0	0	1	8.33%
	Totals	919	38.5	32	22.5	70.5	7.67%

CBS Attendance



■ 2012-13 ■ 2013-14 ■ 2014-15 ■ 2015-16 ■ 2016-17

Circuit Breaker School March 2017 Behavioral Report

