

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

Date: September 6, 2016

Time: 9:20 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2016-2017 Amended Budget

Motion made by: Mr. Wrobleski

Motion: To call the public hearing to order

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – Wrobleski, Sanders, DeBernardi Linnig and Seaton

"Nays" – none.

Action: Passed

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Steve Wrobleski

Members in attendance:

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

Members absent: Dr. Sandra Malahy
Mr. Cleve Threadgill

Also present

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

Summary of discussion: Ms. Chapman shared that by changing the billing, the budget increased significantly so she felt that we needed to do a formal amendment. The budget now includes the increased IDEA funds that will be distributed to districts. It also includes the correct insurance premiums, which are \$94,000 less than the previous budget.

There were no visitors.

Motion made by: Mr. Seaton

Motion: To close the public hearing

Motion seconded by: Mr. Sanders

Voice vote indicated all ayes.

Nays none.

Action: Passed

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PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

Open Meeting Minutes

Date: September 6, 2016

Time: 9:21 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. Steve Wrobleski

Members in attendance:

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

Members absent: Dr. Sandra Malahy
Mr. Cleve Threadgill

Also present

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

Reception of Guests and Visitors and provide Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda: Open and Closed Session Minutes from the Board meeting held on August 9, 2016; Destruction of the March 3, 2015 tape recorded closed session minutes; July 2016 Bank Reconciliation; August Bills, Financial Reports, Investment Reports and CBS Student Activity Fund Report.

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

Motion made by: Mr. Seaton

Motion: To approve the open and closed session minutes from the Board meeting held on August 9, 2016; to approve the destruction of the March 3, 2015 tape recorded closed session minutes; to approve the July 2016 Bank Reconciliation; to approve the August 2016 Bills; to approve the financial report, investment report and the C.B.S. Student Activity Fund Report.

Motion seconded by: Mr. Linnig

Roll Call: "Yeas" – Seaton, Linnig, DeBernardi, Sanders and Wrobleski

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the LEASE 2016-17 budget amendment

Summary of discussion: This was previously discussed during the Public Hearing

Motion made by: Mr. Linnig

Motion: to approve the L.E.A.S.E. 2016-2017 budget amendment

Motion seconded by: Mr. DeBernardi

Roll Call: “Yeas” – Linnig, DeBernardi, Sanders, Seaton and Wroblewski

“Nays” – none.

Action: Passed

Agenda item: Approve the LEASE 2015-2016 audit for distribution

Summary of discussion: Ms. Chapman previously shared information from the auditor. We did receive a positive audit report, with no significant deficiencies, material weaknesses, or instances of non-compliance. Although LEASE does not prepare our financial statements, Mack and Associates removed a finding from previous audits indicating that we have obtained sufficient knowledge to oversee the financial statement preparation process. They did add a note regarding ‘On Behalf Payments’ that we neglected to put in our budget to show the funds that the State of Illinois pays to TRS on behalf of our employees. We have corrected that error with the budget amendment.

Motion made by: Mr. Linnig

Motion: to approve the L.E.A.S.E. 2015-2016 audit for distribution

Motion seconded by: Mr. Sanders

Roll Call: “Yeas” – Linnig, Sanders, DeBernardi, Seaton and Wroblewski

“Nays” – none.

Action: Passed

Agenda item: Approve the Administrative Salary and Benefits document for posting on the L.E.A.S.E. website.

Summary of discussion: Ms. Chapman shared the L.E.A.S.E. administrator’s and teacher’s salary compensation and benefit reports for posting on our website. She noted this was in the same format we have used since this requirement was implemented.

Motion made by: Mr. Seaton

Motion: to approve the Administrative and Teacher Salary and Benefits documents for posting on the L.E.A.S.E. website.

Motion seconded by: Mr. Sanders

Roll Call: “Yeas” – Seaton, Sanders, DeBernardi, Linnig and Wroblewski

“Nays” – none.

Action: Passed

Agenda item: Approve the annually required resolution on banks used as LEASE depositories

Summary of discussion: Ms. Chapman shared this is an annual requirement to approve depositories for funds. We have been happy with LaSalle State Bank and the unique sweep account that is available to earn some additional interest.

Motion made by: Mr. Linnig

Motion: to adopt the following resolution:

WHEREAS L.E.A.S.E. auditors and Article 8, Paragraph 7 of the Illinois School Code require school boards to designate one or more banks or savings and loan associations situated in the State of Illinois as depositories for school funds, therefore be it . . .

RESOLVED that the LaSalle State Bank of LaSalle be designated as depositories for L.E.A.S.E. and Circuit Breaker School funds.

Motion seconded by: Mr. Sanders

Roll Call: “Yeas” – Linnig, Sanders, DeBernardi, Seaton and Wrobleski

“Nays” – none.

Action: Passed

Agenda item: Approve the recommended candidate to replace outgoing Executive Committee members to present to the Alliance Council.

Summary of discussion: Due to a recent change in the constitution, the Executive Committee is able to recommend to the Alliance Council a candidate to fill the vacancy on the Executive Committee for a Large District representative. The committee needs to approve the recommendation today.

Motion made by: Mr. Seaton

Motion: to approve the Mr. Brian DeBernardi as the recommended candidate for the L.E.A.S.E. Executive Committee Board member for Alliance Council consideration.

Motion seconded by: Mr. Linnig

Voice vote: “Yeas” – all

“Nays” – none.

Action: Passed

Approve contracts for vision and orientation and mobility services.

Summary of discussion: Ms. Chapman shared that even though we began our search for a qualified TVI and O&M teacher in March, we were unable to fill the position, even with a nation-wide search. She has been able to secure some part-time services from two individuals one for O&M and one TVI for one student. Their contracts were included in the Board packet for approval. We are working on one other person who may be able to pick up the rest of the services we need. If we can't get another person this week, Ms. Chapman will notify the districts affected and include a notification for parents that their child will not be receiving services until a suitable service provider can be found. We will continue our search and hope for a December graduate.

Motion made by: Mr. Seaton

Motion: to approve the contracts for vision and orientation and mobility services.

Motion seconded by: Mr. DeBernardi

Roll Call: “Yeas” – Seaton, DeBernardi, Linnig, Sanders and Wrobleski

“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

Mr. Winchester shared that students returned to CBS on August 16. We have two high school classrooms, two junior high classrooms and three elementary classrooms that are all full with eleven students on a waiting list. We also welcomed one new teacher and one new para-professional. He and Ms. Chapman attended the annual safety review on August 11. It was suggested we look for a second evacuation location. We will be amending our tornado location plans.

Summary of Coordinator Activities for 2015-2016

Mr. Winchester reported that during 2015-2016 the LEASE Coordinators spent 80% of their time focused on professional development trainings and teacher assistance. In addition; they reviewed over 6000 I.E.P.'s for compliance and completed teacher evaluations where requested.

Report of past and upcoming Professional Development Activities sponsored by L.E.A.S.E.

Mr. Winchester noted that included in the packet was a calendar of upcoming events at LEASE. Many CPI trainings were held during the month of August along with a new special education teacher training and a structured teaching for students with autism. A panel of agency representatives presented at the psychologist/social worker training which was well attended. New this year will be introductory and advanced autism trainings. We are in the process of revamping our summer autism training. Mr. Winchester shared that over a two year time period the LEASE staff collected their casual day money and donated \$1,000 to the Ottawa Kiwanis Project Inclusive Playground for students with special needs. Our goal this year is \$500 for Special Olympics.

Report on IDEA Flow Through and Part B grant status

Ms. Chapman shared that she has not yet received our final allocations or finalized proportionate share calculations for the IDEA grants. Due to the changes in billing, we have increased member districts levy by \$1,007,500 but we have distributed an increased \$1,275,000 to districts

Report on Life Safety survey district action

Ms. Chapman shared a memo will go out to district's today outlining the process for accepting the L.E.A.S.E. 10 year life safety survey. Each member district will need to get the survey approved by their board, then complete the certification process in IWAS.

Report/discussion on cooperative planning update memo responses and next steps

The Committee felt that we need to establish a finance committee that could meet once before the October 4 Board meeting. Members of this committee should have a clear picture of how this restructuring will work and the effects it will have on each district. These committee members should take the time to sit down with each Superintendent and review and discuss this. Finance committee members should include Mr. Brian DeBernardi, Dr. Jim Carlson, Mr. Mike Matteson, Ms. Jodi Moore, Dr. Kristen School, Mr. Matt Seaton and Mr. Matt Wilkinson.

Discuss the presentation for the upcoming September 22, 2016 LEASE Alliance Council meeting.

Ms. Chapman shared that she does not feel that we are not far enough along in our planning process for restructuring to make a presentation to the Alliance Council. She recommended that the coordinators present on S.B. 100 and its effect on special education.

Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new positions for the 2016-2017 school year

Ms. Chapman shared that we've had a lot of staff changes throughout the cooperative. 95 positions have changes. Of those, 3 are new positions, 6 positions have been eliminated and we still have 2.5 positions vacant.

V.O.I.C.E./legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives update;

Ms. Chapman shared the following updates:

- As you are finalizing your budgets, please make sure you keep local funding at least level for special education programs to avoid future issues with maintenance of effort.
- The annual fall IAASE conference takes place at the end of September, most often ISBE representatives provide updates during the Board meeting. I will be participating in the Board Meeting. All of the L.E.A.S.E. coordinators, Matt and I will be attending the conference.
- Coordinators should be contacting you about the opportunity to meet and go over the beginning of the year folders. All information requested is due back to L.E.A.S.E. September 16th.
- We are working on a new system for districts to request reimbursement for IDEA funds. Because of the increased funds available, districts may want to request funds more frequently, therefore, we are working on a spreadsheet that can be completed monthly.
- Our grant coordinator, Felicia Malloy, and one or two other ISBE representatives will be coming to L.E.A.S.E. on October 4th from 10-12 to discuss MOE, and Excess Cost and the positive effects of cooperatives flowing all IDEA funds to the member districts. This presentation is intended for Superintendent, Bookkeepers and Special Education Contacts as appropriate for each district. A flyer with registration information will follow shortly.
- ISBE's current Focused Monitoring program, through which districts were held accountable for the placement of students with disabilities inside the general education environment, has entered a period of adjustment and recalibration, thus ISBE will not be selecting districts and schools using the means of focused monitoring to address educational environment (EE01). However, the districts and schools that are completing the Year of Correction and Year of Change will continue to be monitored over the next two years.
- L.E.A.S.E. and Seneca High School will be pilots for a new blueprint for highly effective special education practices that is designed to help identify ways to improve special education service delivery and evaluate the effectiveness of current practices.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Sanders

Motion seconded by Mr. Seaton

Action: Passed

Time of adjournment: 10:22 a.m.

Post Meeting Action

Date minutes approved: October 4, 2016

Date minutes were available for public inspection: October 7, 2016

Date minutes were posted on Alliance website: October 7, 2016

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/August

Date: August 31, 2016

The beginning of the school year brought staff together for a day of professional development. We refreshed our CPI credentials, reviewed changes to PowerIEP, rolled out updates to the CBS multi-tiered system of support, revised our suicide protocol, and teachers learned of their expectations regarding evaluations and SLO's.

Students began the school year with three days of instruction of behavioral expectations and a celebration on a fourth day. Magician Mark Padgett provided us with a school-wide magic show to round out the first week of school.

Both academic and behavioral interventions began the second week of school thanks to data provided from end of the year assessments. New students will be benchmarked along with the entire student body the first week of September. This data may give information leading to changes with the RtI schedule.

Home visits were conducted with all students to ensure all registration work was completed and to begin facilitation of increased parent involvement. These visits will occur throughout the year at least 3 times per student and more if data indicates need.

Initial conferences were held with all teachers being evaluated. Observations and formative assessments will begin next month.

The CBS/Safe School Annual Safety Meeting, annual bus meeting, and annual bus safety drills were all held during August.

Currently there are 11 students on the CBS waiting list.

CBS Monthly Statistic Report for August 2016

1. New students enrolled for the first time this month:
2. Total of all students who were on CBS rolls at anytime this month: **54**
3. Number of students on rolls at end of month: **54**
4. Number of boys on rolls at end of month: **47**
5. Number of girls on rolls at end of month: **7**
6. List all students who entered the CBS program this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
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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>
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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	LaSalle Elem. #122	8/16/16
Boy	Mendota H.S. #280	8/16/16
Girl	Mendota Elem. #289	8/16/16
Boy	Marseilles Elem. #150	8/25/16

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>
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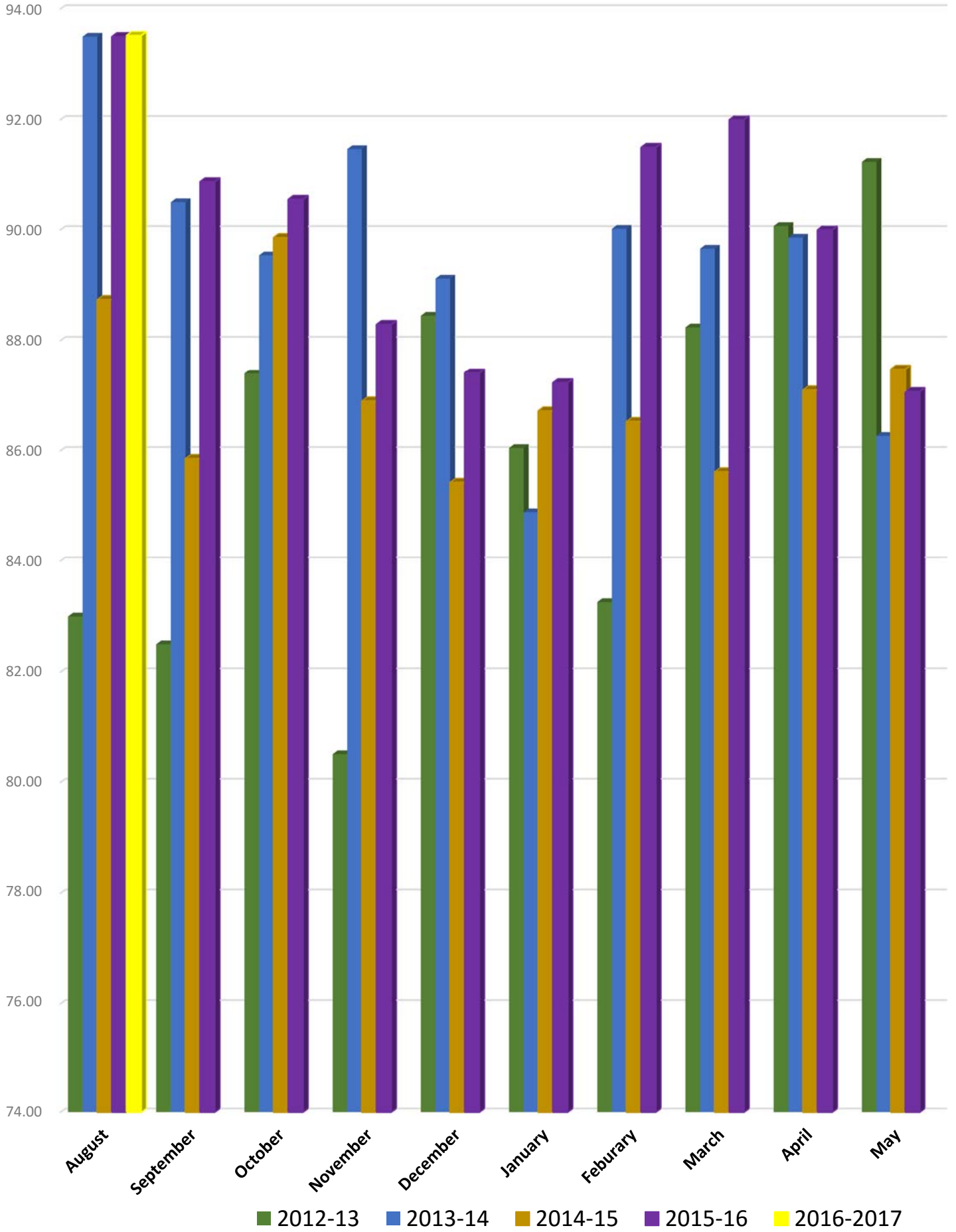
Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
71	-	29	=	42
			/	648
			=	6.48%

Circuit Breaker School			Absence Report					
		August		2016				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent	
1	1	12	0	0	0	0	0.00%	
2	2	12	1	5	0	6	50.00%	
3	2	12	1	3	0	4	33.33%	
4	9	12	0	0	0	0	0.00%	
5	9	12	0	0	0	0	0.00%	
6	44	12	0	1	0	1	8.33%	
7	44	12	0	0	0	0	0.00%	
8	44	12	0	1	0	1	8.33%	
9	44	12	0	1	0	1	8.33%	
10	44	12	0	0	0	0	0.00%	
11	44	12	0	0	0	0	0.00%	
12	44	12	0	0	0	0	0.00%	
13	44	12	1	0	0	1	8.33%	
14	44	12	1	0	0	1	8.33%	
15	44	12	0	0	0	0	0.00%	
16	95	12	0	0	0	0	0.00%	
17	120	12	0	1	0	1	8.33%	
18	120	12	2	0	0	2	16.67%	
19	120	12	0	0	0	0	0.00%	
20	122	12	0	0	0	0	0.00%	
21	122	12	0	0	0	0	0.00%	
22	122	12	0	0	0	0	0.00%	
23	122	12	0	0	0	0	0.00%	
24	122	12	1	0	0	1	8.33%	
25	122	12	0	0	0	0	0.00%	
26	122	12	0	0	0	0	0.00%	
27	122	12	0	0	8	0	0.00%	
28	124	12	0	0.5	0	0.5	4.17%	
29	124	12	0	0	0	0	0.00%	
30	124	12	0	0	0	0	0.00%	
31	124	12	1	0	0	1	8.33%	
32	125	12	0	0	0	0	0.00%	
33	140	12	1	0	0	1	8.33%	
34	140	12	1	0	0	1	8.33%	
35	140	12	1	2	0	3	25.00%	
36	140	12	1.5	0	0	1.5	12.50%	
37	140	12	1	0	0	1	8.33%	
38	140	12	0	0	0	0	0.00%	
39	141	12	0	0	0	0	0.00%	
40	230	12	3	1	0	4	33.33%	
41	141	12	0	0	0	0	0.00%	
42	150	12	1	0	5	1	8.33%	
43	150	12	1	0	0	1	8.33%	
44	150	12	0	1	0	1	8.33%	
45	160	12	1	1	0	2	16.67%	

46	185	12	0	0	0	0	0.00%
47	280	12	0	0	12	0	0.00%
48	280	12	0	2	0	2	16.67%
49	289	12	1	0	4	1	8.33%
50	289	12	0	0	0	0	0.00%
51	289	12	0	0	0	0	0.00%
52	289	12	1	0	0	1	8.33%
53	425	12	0	0	0	0	0.00%
54	425	12	1	0	0	1	8.33%
	Totals	648	22.5	19.5	29	42	6.48%

CBS Attendance



Circuit Breaker School August 2016 Behavioral Report

Major, Aug 16, 2016 - Aug 31, 2016

