

**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: January 9, 2018

Time: 9:12 a.m.

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

Type of meeting:  Regular

Name of person taking the minutes: Colleen Stefan

Name of person presiding: Mr. Steve Wroblewski

Roll call indicated

Members in attendance:

1. Mr. Brian DeBernardi
2. Mr. Ted Sanders
3. Mr. Matt Seaton
4. Mr. Cleve Threadgill
5. Mr. Steve Wroblewski

Members absent: Dr. Sandra Malahy and Dr. Kristen School

Also present

1. Ms. Mary Jane Chapman, Director

**Reception of Guests and Visitors & Opportunity for Public Comment**

There were none.

**Approval of Items on Consent Agenda (Open Session Minutes from the Board meeting held on December 5, 2017; November 2017 Bank Reconciliation; Bills, Investment Report and Financial Statement, C.B.S. Activity Fund Report and approve the destruction of the June 7 and July 7, 2016 tape-recorded closed session minutes)**

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

Motion made by: Mr. Seaton

Motion:  To approve the open session minutes from the board meeting held on December 5, 2017, to approve the November 2017 bank reconciliation and to approve the bills, investment report, financial report, C.B.S. activity fund report and the destruction of the June 7 and July 7, 2016 tape-recorded closed session minutes.

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – Seaton, Sanders, Seaton, Threadgill and Wroblewski.

"Nays" – none

Action:  Passed

**Remaining Agenda Items**

**Agenda item: Authorize the Director to prepare the 2018-2019 budget and make grant applications for the I.D.E.A. and Preschool grants for 2018-2019.**

Summary of discussion: The resolution was included in your packet to authorize the budgeting and grant process for FY 2019. This is an annual requirement so that Ms. Chapman can submit the grant proposals when they become available.

Motion made by: Mr. Threadgill

Motion:  To adopt the following resolution:

WHEREAS it has been the past practice of the L.E.A.S.E. Executive Committee to approve the preparation of the L.E.A.S.E. budget and grants annually, and ...

WHEREAS it is necessary to begin the budgeting and grant process for the next school year, therefore be it...

RESOLVED to authorize the Director to prepare the L.E.A.S.E. budget and make the necessary grant applications for I.D.E.A., I.D.E.A. Preschool and other necessary programs.

Motion seconded by: Mr. DeBernardi

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

"Nays" – none.

Action:  Passed

**Agenda item: Approve the second reading of the updated/new policies as follows:**

*2:260 Uniform Grievance Procedure; 4:15 Identity Protection; 4:170 Safety; 5:20 Workplace Harassment Prohibited; 5:90 Abused and Neglected Child Reporting; 5:100 Staff Development Program; 5:123 Recording of Students/Student Images 5:200 Terms and Conditions of Employment and Dismissal; 5:240 Suspension; 5:290 Employment Termination and Suspensions; 6:50 School Wellness; 6:60 Curriculum Content; 6:150 Home and Hospital Instruction; 7:20 Harassment of Students Prohibited; 7:70 Attendance and Truancy and 7:260 Exemption from Physical Education.*

Mary Jane Chapman explained that there were no changes to these policies since last month's first reading.

Motion made by: Mr. Sanders

Motion:  to approve on the second reading revisions to the policies *2:260 Uniform Grievance Procedure; 4:15 Identity Protection; 4:170 Safety; 5:20 Workplace Harassment Prohibited; 5:90 Abused and Neglected Child Reporting; 5:100 Staff Development Program; 5:123 Recording of Students/Student Images 5:200 Terms and Conditions of Employment and Dismissal; 5:240 Suspension; 5:290 Employment Termination and Suspensions; 6:50 School Wellness; 6:60 Curriculum Content; 6:150 Home and Hospital Instruction; 7:20 Harassment of Students Prohibited; 7:70 Attendance and Truancy and 7:260 Exemption from Physical Education.*

Motion seconded by: Mr. Threadgill

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

"Nays" – None

**Dr. Kristen School entered into meeting at 9:15 a.m.**

**Motion to Adjourn to Closed Meeting**

Date: Jan. 9, 2018

Time: 9:15 a.m.

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

A motion was made by Mr. DeBernardi

And seconded by Mr. Sanders

To adjourn to closed meeting to discuss the possible review of unreleased closed session minutes

Closed Meeting Roll Call: “Yeas” – DeBernardi, Sanders, School, Wrobleski, Threadgill and Seaton  
“Nays” – none.

Action:  Passed

Time of adjournment of closed meeting and return to open meeting: 9:20 a.m.

**Motion to Return to Open Meeting**

A motion was made by Mr. Wrobleski

And seconded by Mr. Threadgill

To return to open meeting

Roll Call: “Yeas” – Wrobleski, Threadgill, Seaton, School, Sanders and DeBernardi  
“Nays” – none.

Action:  Passed

**Agenda Item: Anticipated Action Items After Closed Session**

**Agenda item: Approve a resolution regarding written closed session minutes for public release.**

Summary of discussion: As discussed in Closed Session

Motion made by: DeBernardi

Motion:  To adopt the following resolution:

**WHEREAS:** every six months the L.E.A.S.E. Executive Committee, as required by law, reviews all non-released, written closed session minutes for consideration of public release and . . .

**WHEREAS:** minutes of meetings closed to the public shall be made available to the public after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and . . .

**WHEREAS:** several written closed session minutes are deemed to be acceptable for public release, therefore be it formally . . .

**RESOLVED:** to release for public review the closed session minutes from June 6, 2017, and November 7, 2017 and not release the closed session minutes from, February 10, 2011, September 3, 2013, December 3, 2013 and March 1, 2016, February 7, 2017, April 4, 2017, May 2, 2017, *July 11, 2017, August 7, 2017, September 5, 2017* due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: School

Roll Call: DeBernardi, School, Wrobleski, Sanders, Seaton, and Threadgill

“Nays” – none.

Action:  Passed

## **Information Items**

### **C.B.S. monthly report**

Jayme Salarzar’s monthly report was previously shared with the Board. In addition, Mary Jane reported that as of today, January 9, 2017, there are 59 students enrolled in CBS, with only one on the waiting list. Mr. Sanders inquired about donations of books to CBS and Ms. Chapman responded that the school would gladly welcome any book donations.

### **Report on the December 1, 2017 Child Count**

Overall, the cooperative is serving 41 fewer students with IEP’s as compared to last year at this time. Ms. Chapman also made a quick chart to show the trend since FY08. Mr. Wrobleski asked about pattern trends to account for the decline in students. Ms. Chapman stated that the decline in students with IEP’s is consistent with the decline in total student population within the cooperative.

### **Report on updated/new procedures as follows:**

*2:250 E2 Immediately Available Public Records; 7:10-AP2 Accommodating Breastfeeding Students; 7:270-AP2 Dispensing Medication; 7:270-E School Medication Authorization Form; 7:340 AP1 E3 Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s Records; 7:340 AP1 Student Records and Confidentiality; and 8:30 AP1 Definition of Child Sex Offender.*

Ms. Chapman noted that there are no major changes with any of these procedures.

### **Review of benefit information requested by the Executive Committee:**

Ms. Chapman provided the board with a spreadsheet they requested that includes information as follows: L.E.A.S.E. employees, their years of experience and their benefit participation. Discussion on the board paid insurance issue included setting a meeting date with our insurance agent present (Rick Kline). The board will have Mary Jane contact Mr. Kline and select a day to hold the meeting based on when he could attend. The board also asked Ms. Chapman to provide them any data/spreadsheets that she feels would provide information that would be beneficial to them.

### **L.E.A.S.E. initiatives/V.O.I.C.E./Legislative/I.S.B.E./Medicaid update**

- a. Ms. Chapman included a final letter from ROE regarding our life/safety review in your packet.
- b. Excess Cost worksheets are due by January 21, 2018.
- c. Changes in incentive grant funding will be sent to districts this month requesting amendments to IDEA sub-grants. Incentive grants for some districts will be INCREASED depending on their Dec. 1<sup>st</sup> enrollment of out of district students. As a reminder, most programs are funded at 20,000 with up to an additional 5,000 (1,000 per out of district student served).

- d. We have had all of the faucets and drinking fountains tested for lead. All but one has passed. We will change the faucet and re-test, and the cost to re-test the drinking fountain is \$17. In the meantime, we will post that drinking fountain as not for consumption.

**Approval of Motion to Adjourn**

Motion to adjourn made by Dr. School

Motion seconded by Mr. DeBernardi

Voice vote: All ayes

Action:  Passed

Time of adjournment: 10:07 a.m.

**Post Meeting Action**

Date minutes approved: Feb. 6, 2018

Date minutes were available for public inspection: Feb. 6, 2018

Date minutes were posted on Alliance website: Feb. 6, 2018

## **VI.1**

### ***LaSalle /Putnam County Educational Alliance for Special Education***

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Jayme Salazar, Principal  
Circuit Breaker School  
2233 6<sup>th</sup> Street  
Peru, Illinois 61354

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

**To: Mary Jane Chapman, Director**

**From: Jayme Salazar, Principal**

**Re: End of Month Report/November**

**Date: December 20, 2017**

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**Leadership Committee-** The leadership committee was provided training from Janelle Gustafson, LEASE Coordinator, on individual work systems and structured teaching. The leadership committee has expressed a need for a web-based gradebook system for more efficient and accurate data collection. Additionally, discussions continued regarding logistical changes for 2<sup>nd</sup> semester which include individual academic interventions to be provided in classrooms instead of being pulled out of class and dismissal of students will exit thru door #5 instead of door #1.

**Christmas Store-** The annual CBS Christmas store was successful. LEASE staff donated household items to be purchased by students with PBIS tickets/bucks. There were a variety of items that were sold at 20 and 40 tickets/bucks. Students were able to purchase multiple gifts for family members and gift wrap each item. This annual tradition allows for students to apply their social skills while practicing empathy and thinking about others through acts of kindness.

**Holiday Celebration-** Students were provided hot chocolate and candy canes the afternoon of December 21<sup>st</sup>. The schoolwide PBIS celebration included watching Christmas themed movies in the classroom. Additionally, all CBS staff were served a catered lunch provided by the Salazar family.

**PBIS/SWIS Data-** As of December 20, 2017 SWIS data indicates CBS Office Discipline Referrals (ODRs) for major behaviors totaled 157. This is an increase of overall school behavior compared to the month of December the previous two school years. However, it should be noted that the number of ODRs acquired in December are comparable to the overall total of ODRs acquired September 2017 thru November 2017. This indicates to staff that overall school behaviors are not fluctuating, either positively or negatively, with the addition of 13 new students this school year. CBS staff is monitoring ODR's on a daily/weekly basis and making adjustments to individual student interventions. Additionally, the PBIS external coach, Rebecca Harris, will be joining CBS staff on Tuesday, January, 9<sup>th</sup> to facilitate problem solving discussions and review school wide data.

## CBS Monthly Statistic Report for December 2017

1. New students enrolled for the first time this month: 1
2. Total of all students who were on CBS rolls at anytime this month: 58
3. Number of students on rolls at end of month: 53
4. Number of boys on rolls at end of month: 46
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>
Girl	# 40	12/4/17

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>
Boy	# 120	12/21/17
Girl	# 9	12/21/17

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>
Girl	# 141	12/7/17 (T)

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	# 535	12/4/17
Boy	# 160	12/4/17
Boy	# 280	12/21/17

### Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
114	-	13.5	=	100.5 / 843 = 11.92%

**Circuit Breaker School**

**Absence Report  
2017**

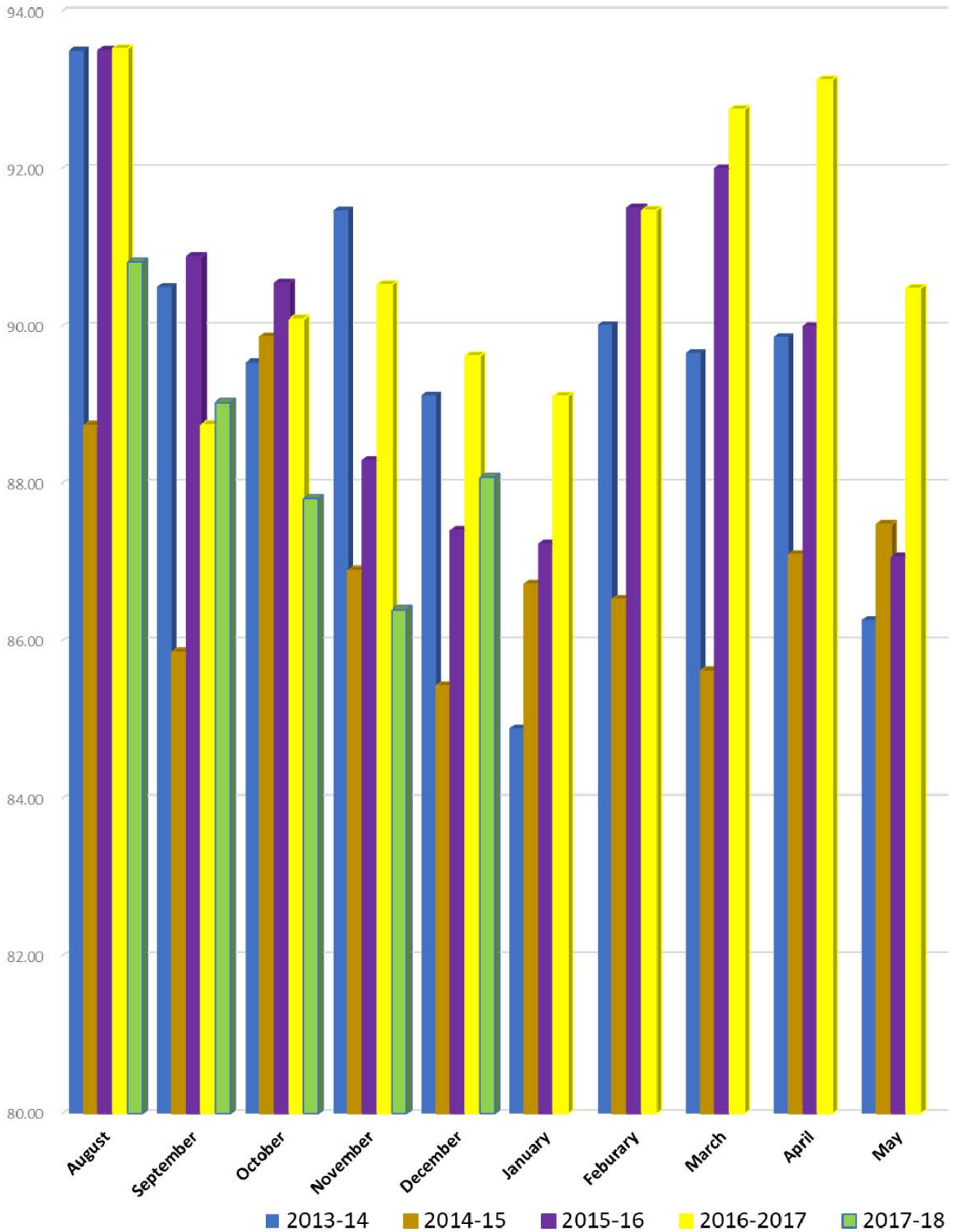
**December**

<b>Number</b>	<b>District</b>	<b>Enrolled</b>	<b>Excused</b>	<b>Unexcused</b>	<b>Other</b>	<b>Total</b>	<b>Percent</b>
1	1	15	1	0	0	1	6.67%
2	9	15	0	0	0	0	0.00%
3	40	15	1	2	0	3	20.00%
4	40	15	0	3	0	3	20.00%
5	40	14	0	8	0	8	57.14%
6	44	15	0	0	0	0	0.00%
7	44	15	0	0	0	0	0.00%
8	44	15	0	0	0	0	0.00%
9	44	15	0	0	0	0	0.00%
10	44	15	2	1	0	3	20.00%
11	44	15	0	0	0	0	0.00%
12	44	15	2	0	0	2	13.33%
13	44	15	0	1	0	1	6.67%
14	44	15	7	5	0	12	80.00%
15	44	15	2	2	0	4	26.67%
16	79	15	0	0	0	0	0.00%
17	82	15	0	0	0	0	0.00%
18	95	15	1.5	0	0	1.5	10.00%
19	120	15	0	0	0	0	0.00%
20	120	15	3	0	0	3	20.00%
21	120	15	0	0	3	0	0.00%
22	122	15	0	0	0	0	0.00%
23	122	15	0	0	0	0	0.00%
24	122	15	0	0	0	0	0.00%
25	122	15	0	1	0	1	6.67%
26	122	15	0	0	0	0	0.00%
27	122	15	3	0	0	3	20.00%
28	122	15	2	0	0	2	13.33%
29	122	15	1	2	0	3	20.00%
30	122	15	3	2	0	5	33.33%
31	122	15	0	0	0	0	0.00%
32	124	15	3	1	0	4	26.67%
33	124	15	4	0	0	4	26.67%
34	124	15	0	0	0	0	0.00%
35	125	15	2	0	0	2	13.33%
36	140	15	0	0	0	0	0.00%
37	140	15	2	0	0	2	13.33%
38	140	15	1	0	0	1	6.67%
39	140	15	2	1	0	3	20.00%
40	141	15	2	1	10.5	3	20.00%
41	141	15	0	0	0	0	0.00%
42	150	15	1	0	0	1	6.67%
43	150	15	0	0	0	0	0.00%
44	150	15	0	0	0	0	0.00%
45	150	15	4	0	0	4	26.67%
46	160	2	0	2	0	2	100.00%
47	160	15	3	1	0	4	26.67%



48	160	15	0	0	0	0	0.00%
49	280	15	0	0	0	0	0.00%
50	280	15	4	0	0	4	26.67%
51	280	15	0	0	0	0	0.00%
52	280	15	3	6	0	9	60.00%
53	289	15	0	0	0	0	0.00%
54	289	15	2	0	0	2	13.33%
55	289	15	0	0	0	0	0.00%
56	289	15	0	0	0	0	0.00%
57	425	15	0	0	0	0	0.00%
58	535	2	0	0	0	0	0.00%
	Totals	843	61.5	39	13.5	100.5	11.92%

# CBS Attendance



# Circuit Breaker School December 2017 Behavioral Report



**Referrals by Problem Behavior**  
Major, Dec 1, 2017 - Dec 20, 2017

