

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
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Open Meeting Minutes

Date: August 7, 2017

Time: 9:00 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: Ms. Mary Jane Chapman

Members in attendance:

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

Members absent: none

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

There are none.

Agenda item: Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on July 11, 2017, June 2017 Bank Reconciliation; Bills and Financial Reports), CBS student activity fund report and the destruction of closed session tape recorded minutes from June 7, 2016.

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

Motion made by: Mr. Wrobleski

Motion: To approve the open and closed session minutes from the board meeting held on July 11, 2017, to approve the June, 2017 bank reconciliation, the bills, the financial reports, the CBS student activity fund report and the destruction of closed session tape recorded minutes from June 7, 2016.

Motion seconded by: Mr. DeBernardi

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

Action: Passed

Agenda item: Accept the resignation of staff.

Summary of Discussion: Mary Jane informed the board of the resignations of Tracy Wahlgren (administrative assistant) and Susan Bruner. The resignation letters are in the board packets.

Motion made by: Mr. Wrobleski

Motion: To accept the resignations of Tracy Wahlgren and Susan Bruner.

Motion seconded by: Dr. Malahy

Actions: Passed

Motion to Adjourn to Closed Meeting

Date: August 7, 2017

Time: 9:12 a.m.

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

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Alliance or legal counsel for the Alliance, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Alliance to determine its validity.

To discuss the contract for Ms. Mary Jane Chapman

Mary Jane Chapman and Colleen Stefan excused at 9:24 a.m.

Closed Meeting Roll Call: “Yeas”-Seaton, Malahy, DeBernardi, Threadgill, Wrobleski, Sanders and Linnig. “Nays”: None

Time of adjournment of closed meeting and return to open meeting: 10:07 a.m.

Motion to Return to Open Meeting

Motion made by Mr. Linnig

Motion: To return to Open Meeting

And seconded by Mr. Sanders

Action: Passed

Anticipated Action Items After Closed Session

Approve resolutions to hire staff

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Wrobleski

Motion: to adopt the following resolutions

WHEREAS a vacancy exists for a Circuit Breaker Principal and . . .

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

RESOLVED to employ Jayme Salazar at an annual rate of \$307.69 for 249 days (\$76,615) for the 2017-18 school year.

WHEREAS a vacancy exists for a cross categorical coordinator and . . .

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

RESOLVED to employ Sarah Monroe at an annual rate of \$57,365 (Step A7) for the 2017-18 school year.

WHEREAS a vacancy exists for a cross categorical coordinator and . . .

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

RESOLVED to employ Paige Johnson at an annual rate of \$55,906 (Step A6) for the 2017-18 school year.

WHEREAS a vacancy exists for a 10 month administrative assistant and . . .

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

RESOLVED to employ Julie Moore at an annual rate of \$17.00 per hour for the 2017-18 school year.

WHEREAS a member district has requested that L.E.A.S.E. employ a part-time individual paraprofessional for a student attending Circuit Breaker School . . .

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

RESOLVED to employ Amanda Breslyon on a part-time basis at an annual rate of \$15.00 per hour to serve as an individual paraprofessional at Circuit Breaker School for the 2017-18 school year.

WHEREAS a member district has requested that L.E.A.S.E. employ a part-time individual paraprofessional for a student attending Circuit Breaker School . . .

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

RESOLVED to employ Laura Kirkman on a part-time basis at an annual rate of \$15.00 per hour to serve as an individual paraprofessional at Circuit Breaker School for the 2017-18 school year.

Motion seconded by: Mr. DeBernardi

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

Action: Passed

Approve Contract for Mary Jane Chapman

Motion made by: Mr.Sanders

Motion: To approve the contract as presented for Ms. Chapman to include a 6% increase in pay.

Motion seconded by: Mr. Wrobleski

Roll Call: "Yeas": Sanders, Wrobleski, Threadgill, Seaton, Linnig, Malahy, DeBernardi.

"Nays": None

Actions: Passed

Information Items

1. Remove Assistant Director from the following policies/procedures/exhibits: 2:260 Uniform Grievance Procedure; 5:10 Equal Opportunity Employer; 5:20 Sexual-Disability Harassment; 6:50 AP1 Wellness; 7:20 Harassment of Students; 8:100 AP1 Police Assistance; Change to Exhibit 3:30 E1 L.E.A.S.E. Organizational Chart. The changes to the policies and procedures are to just change contact information as indicated in the policies. Board approval is not necessary because there are no other changes to the content.
2. Budget updates (verbal report): Due to the numerous staff changes, the L.E.A.S.E. budget has changed, and I anticipate final IDEA funding to be announced in early September. I would like to amend the budget, but the soonest we could do an amendment with having the budget on display for 30 days is the October meeting.

Update on recent V.O.I.C.E. / legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives

1. We have completed our training on the new bookkeeping software, and the August payroll has been completed in the new system. We hope to have all of the payments in the new system by the end of August, so hopefully the reports for the September Executive Committee meeting will be in the new system.
2. Both IDEA grants have been submitted and we are waiting on ISBE feedback.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Linnig

Motion seconded by Mr. Sanders

A voice vote indicated all ayes.

Action: Passed

Time of adjournment: 10:28 a.m.

Post Meeting Action

Date minutes approved: September 5, 2017

Date minutes were available for public inspection: September 5, 2017

Date minutes were posted on Alliance website: September 5, 2017

LaSalle /Putnam County Educational Alliance for Special Education

Jayme Salazar, Principal
Circuit Breaker School
2233 6th 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/August

Date: August 31, 2017

Beginning of School- Circuit Breaker started school on Wednesday, August 16th. We have completed 12 days of school. CBS hosted an Open House and Meet the Teacher Night on Tuesday, August 15th, 14 families attended. We have welcomed three new teachers to CBS. Additionally, two 1:1 paras have been hired for individual students with district approval.

PBIS- Rebecca Harris trained new staff members on PBIS basics on Monday, August 28th. She will meet with the universal PBIS team on Wednesday, September 6th to review current SWIS data and set goals for the year. The universal team will then present to the leadership committee with the results.

Curriculum- Writing prompts were given last spring and through committee work, a writing rubric will be selected to score these prompts as baseline data. Additionally, staff will be giving Words Their Way assessment school wide. We will use both of these baseline measures to set a school wide goal to improve writing.

MAP- MAP assessment has been completed; however, some make up assessments are being administered for students who entered after the first day of school. Student data will be reviewed during benchmark meetings with each classroom teacher on Tuesday, September 5th. Student scores will be analyzed and students will be selected for appropriate interventions. Additionally, teachers will use this data to identify instructional needs of students allowing for differentiated instruction in the classroom.

Celebrations- ODRs for major incidents were reviewed and compared in SWIS. This month was compared to the prior two academic years. Data shows this month yielded the **lowest** number of major incidents per school day since data collection began in August 2015.

| Month/Year | Day Count | Referral Count | Avg. ODR/School Day |
|-------------------|------------------|-----------------------|----------------------------|
| August 2015 | 9 | 54 | 6.00 |
| August 2016 | 12 | 85 | 7.08 |
| August 2017 | 12 | 47 | 3.92 |

| Month/Year | Day Count | Referral Count | Avg. ODR/School Day |
|-------------------|------------------|-----------------------|----------------------------|
| August 2015 | 9 | 54 | 6.00 |
| May 2017 | 19 | 116 | 6.11 |
| August 2017 | 12 | 47 | 3.92 |

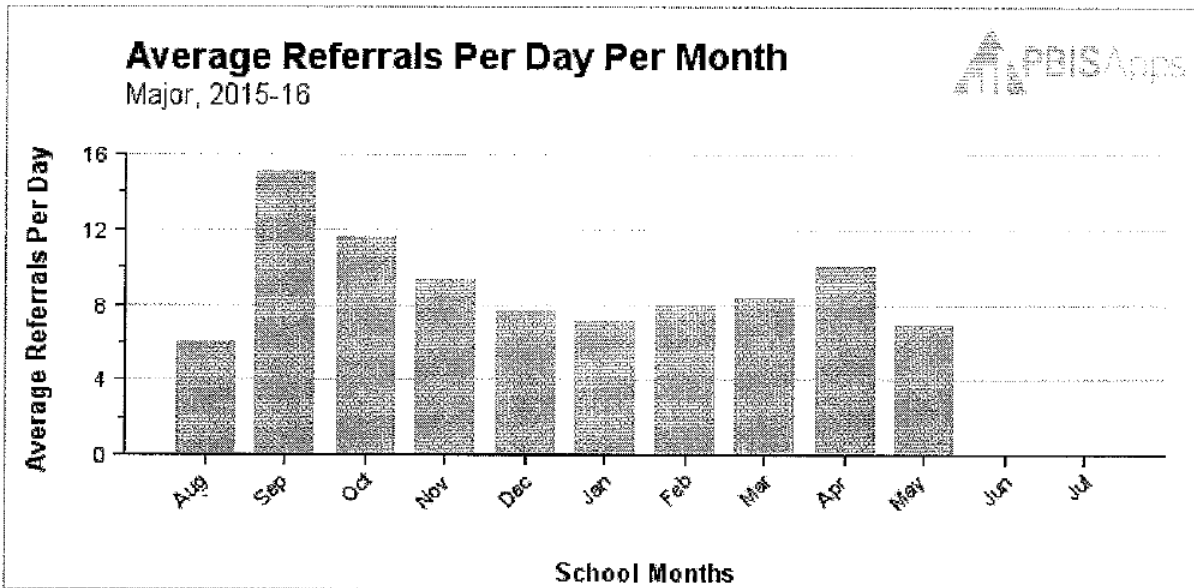
Please see attachments for additional details.

"Exceptional Services for Exceptional Students"



School Summary
2015-16

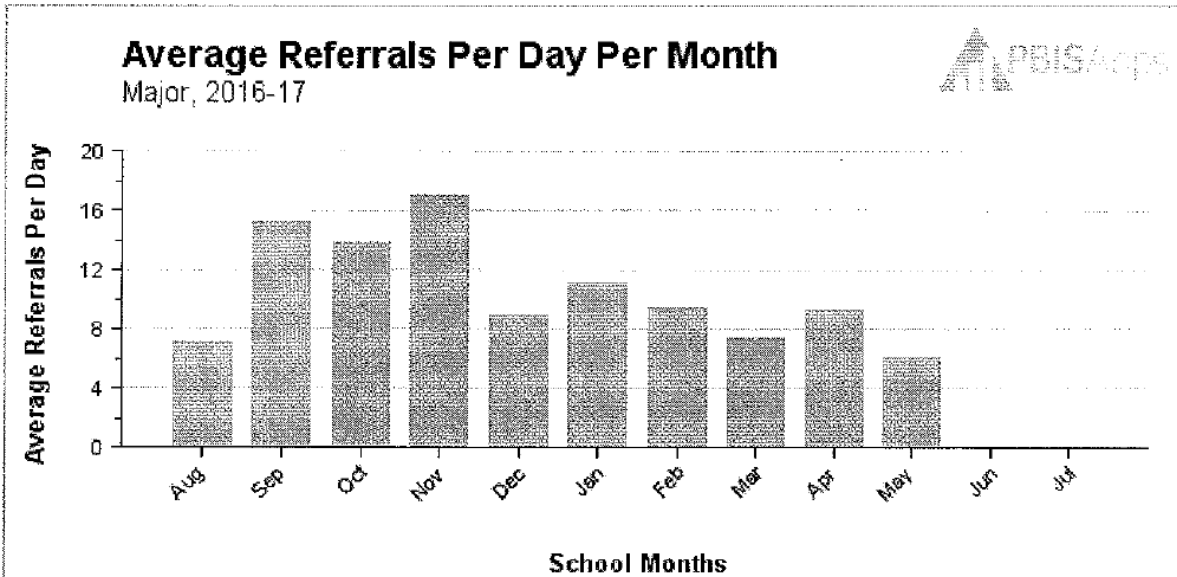
Referral Type: Major



| Data Table | | | | |
|----------------|-----------|------------|----------------|----------------|
| Year | Month | Days Count | Referral Count | ODR/School Day |
| 2015 | August | 9 | 54 | 6.00 |
| 2015 | September | 21 | 316 | 15.05 |
| 2015 | October | 20 | 231 | 11.55 |
| 2015 | November | 18 | 168 | 9.33 |
| 2015 | December | 14 | 107 | 7.64 |
| 2016 | January | 18 | 129 | 7.17 |
| 2016 | February | 20 | 159 | 7.95 |
| 2016 | March | 17 | 143 | 8.41 |
| 2016 | April | 20 | 201 | 10.05 |
| 2016 | May | 18 | 125 | 6.94 |
| 2016 | June | 0 | 0 | 0.00 |
| 2016 | July | 0 | 0 | 0.00 |
| Totals: | | 175 | 1,633 | 7.51 |

School Summary
2016-17

Referral Type: Major

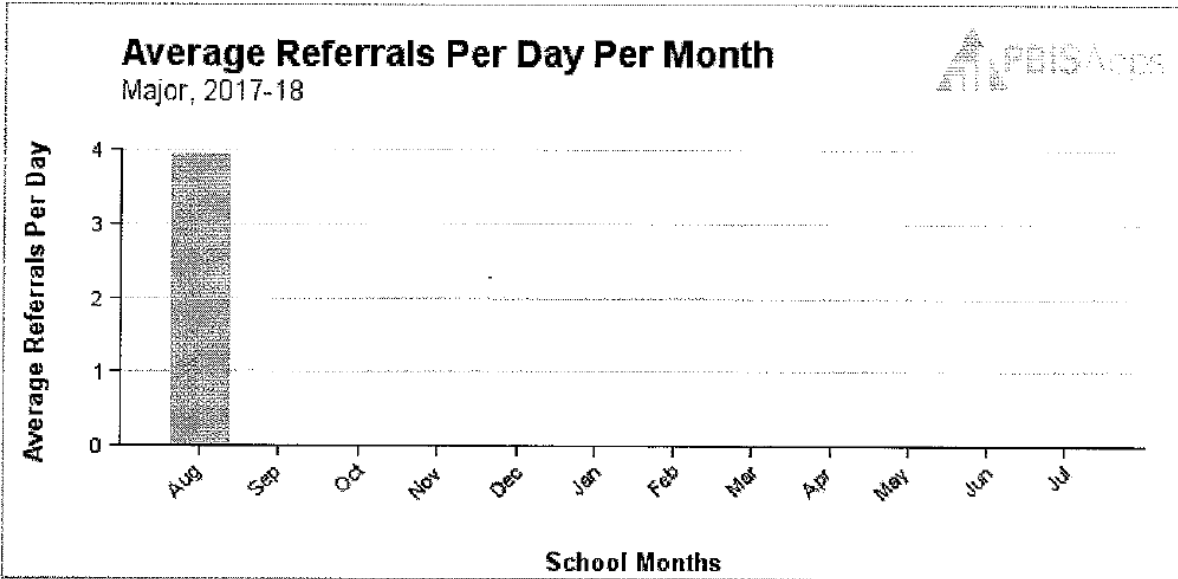


| Data Table | | | | |
|----------------|-----------|------------|----------------|----------------|
| Year | Month | Days Count | Referral Count | ODR/School Day |
| 2016 | August | 12 | 85 | 7.08 |
| 2016 | September | 21 | 320 | 15.24 |
| 2016 | October | 19 | 262 | 13.79 |
| 2016 | November | 17 | 289 | 17.00 |
| 2016 | December | 13 | 116 | 8.92 |
| 2017 | January | 20 | 221 | 11.05 |
| 2017 | February | 19 | 180 | 9.47 |
| 2017 | March | 18 | 132 | 7.33 |
| 2017 | April | 18 | 167 | 9.28 |
| 2017 | May | 19 | 116 | 6.11 |
| 2017 | June | 0 | 0 | 0.00 |
| 2017 | July | 0 | 0 | 0.00 |
| Totals: | | 176 | 1,888 | 8.77 |



School Summary
2017-18

Referral Type: Major



| Data Table | | | | |
|----------------|-----------|------------|----------------|----------------|
| Year | Month | Days Count | Referral Count | ODR/School Day |
| 2017 | August | 12 | 47 | 3.92 |
| 2017 | September | 20 | 0 | 0.00 |
| 2017 | October | 20 | 0 | 0.00 |
| 2017 | November | 17 | 0 | 0.00 |
| 2017 | December | 15 | 0 | 0.00 |
| 2018 | January | 18 | 0 | 0.00 |
| 2018 | February | 19 | 0 | 0.00 |
| 2018 | March | 20 | 0 | 0.00 |
| 2018 | April | 16 | 0 | 0.00 |
| 2018 | May | 18 | 0 | 0.00 |
| 2018 | June | 0 | 0 | 0.00 |
| 2018 | July | 0 | 0 | 0.00 |
| Totals: | | 175 | 47 | 0.33 |