

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

Date: October 4, 2016

Time: 9:14 a.m.

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

Type of meeting: Regular

Name of person taking the minutes: Hallie DeFore

Name of person presiding: Mary Jane Chapman, Chairperson pro-tem

Roll call indicated:

Members in attendance:

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

Members absent

- 1.

Also present

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

Reception of Guests & Visitors & Opportunity for Public Comment

There were none

Approve the selection of the Chairman and Vice-Chairman of the L.E.A.S.E. Executive Committee for the upcoming Board term

Motion made by: Mr. Linnig

Motion: that the L.E.A.S.E. Executive Committee close all nominations and cast a unanimous vote to appoint Mr. Threadgill as L.E.A.S.E. Executive Committee Chairman for a one-year term.

Motion seconded by: Mr. Sanders

Voice vote: "Yeas" – all

"Nays" – none

Action: Passed

Motion made by: Mr. Seaton

Motion: that the L.E.A.S.E. Executive Committee close all nominations and cast a unanimous vote to appoint Mr. Wrobleski as L.E.A.S.E. Executive Committee Vice-Chairperson for a one-year term.

Motion seconded by: Mr. Threadgill

Voice vote: "Yeas" – all

"Nays" – none

Action: Passed

At this point Ms. Chapman turned the meeting over to newly elected Chairman Threadgill

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on: September 6, 2016, Bank Reconciliation, Bills, Financial Reports, and the C.B.S. Activity Fund Report

Summary of discussion: An additional bill list was shared.

Motion made by: Mr. Linnig

Motion: To approve the consent agenda

Motion seconded by: Mr. Seaton

Roll Call: “Yeas” – Linnig, Seaton, DeBernardi, Malahy, Sanders, Threadgill, Wroblewski
“Nays” – none.

Action: Passed

Remaining Agenda Items

Agenda item: Select and approve appointments to the L.E.A.S.E. Ethics Commission, and appoint the L.E.A.S.E. Ethics Officer as recommended by our L.E.A.S.E. legal counsel and the Illinois Attorney General (The Illinois “State Officials and Employee Ethics Act”)

Summary of discussion: Ms. Chapman reported that in order to be in compliance with the “State Officials and Employee Ethics Act”, we need to appoint the necessary three members of the L.E.A.S.E. Ethics Commission. One of those members is the Executive Committee Chair, the second member must be a member of the Executive Committee, and I recommend that the third member, who is to be a community member, be Assistant Regional Superintendent Jennifer Ferguson, who has already agreed to this nomination. If that is agreeable, we need to nominate one more Executive Committee member along with Jennifer. Finally, the committee needs to approve the resolution to once again appoint Matt Winchester as the L.E.A.S.E. Ethics Officer.

Motion made by: Mr Wroblewski

Motion: to approve the appointments of Mr. Seaton to the L.E.A.S.E. Ethics Commission.

Motion seconded by: Mr. Linnig

Voice vote: “Yeas” – all
“Nays” – none.

Action: Passed

Motion made by: Mr. Wroblewski

Motion: to approve the appointment of Jennifer Ferguson to the L.E.A.S.E. Ethics Commission.

Motion seconded by: Mr. Linnig

Voice vote: “Yeas” – all
“Nays” – none.

Action: Passed

Motion made by: Mr. Wroblewski

Motion: To adopt the following resolution:

WHEREAS the Attorney General’s guidance for implementing the Illinois “State Officials and Employee Ethics Act” requires the appointment of an Ethics Officer and . . .

WHEREAS Assistant Director Winchester has agreed to serve in this capacity, therefore be it formally . . .

RESOLVED that the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) hereby appoints the Matt Winchester as the Cooperative’s Ethics Officer in accordance with the Illinois Attorney General’s official guidance on the Illinois “State Officials and Employee Ethics Act” beginning October 4, 2016 and continuing until subsequent appointments have been formally approved at the October 2017 Executive Committee meeting.

Motion seconded by: Mr. Linnig

Roll call: “Yeas” – all
“Nays” –none.

Action: Passed

A motion was then made by Mr. Wroblewski

Motion: To appoint Matt Winchester as the L.E.A.S.E. Ethics Officer.

Motion seconded by: Mr. Linnig

Voice vote: “Yeas” – all
“Nays” – none.

Action: Passed

Agenda item: Authorize the Director to initiate our annual L.E.A.S.E. Needs Assessment with all local districts to determine the need for new programs and services for possible priority funding for the 2017-2018 school year

Summary of discussion: Ms. Chapman shared that in order to be in compliance with State Board Policy regarding “Free Appropriate Public Education and Comprehensive Programs” and Illinois Administrative Code Section 226.700, we need to have in place a “systematic procedure for identifying and evaluating the need for special education and related services”. The annual L.E.A.S.E. Needs Assessment fulfills this requirement.

Motion made by Mr. Wroblewski

Motion: To adopt the following resolution:

WHEREAS the required State Board Policy, “Free Appropriate Public Education and Comprehensive Programs” and the Illinois Administrative Code Section 226.700 require all special education entities to have in place “systematic procedures for identifying and evaluating the need for special education and related services” and . . .

WHEREAS the needs identified by these “systematic procedures” could result in recommended incentive federal I.D.E.A. Part B Flow-Through funding from L.E.A.S.E. for local districts, therefore be it . . .

RESOLVED to authorize the Director to implement a systematic procedure to assess the need for special education and/or related services for students with disabilities from L.E.A.S.E. local districts in order to meet State requirements and to determine the

priority service needs of students within the L.E.A.S.E. Cooperative for possible future program development and/or funding allocation.

Motion seconded by Mr. Linnig

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve on first reading revisions to policies as follows: 1:30 *L.E.A.S.E. Mission, Core Commitments, Vision and Administrative Philosophy*;

Summary of discussion: Ms. Chapman reported that this policy has been updated to reflect the changes in our mission, core commitments and vision. It also reflects the constitutional change to executive committee membership.

Motion made by: Mr. Seaton

Motion: to approve:

Motion seconded by: Mr. Wroblewski

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: October 4, 2016

Time: 9:21 a.m.

Location: LEASE Office Board Room

Motion made by: Mr. Linnig

And seconded by: Mr. Wroblewski

To adjourn to closed meeting to discuss 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.

Closed Meeting Roll Call: "Yeas" – Linnig, Wroblewski, Seaton, DeBernardi, Malahy, Sanders, Threadgill .

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:28 a.m.

Motion to Return to Open Meeting

A motion was made by: Mr. Linnig

And seconded by: Mr. Wroblewski

To return to open meeting

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Information Items

C.B.S. Monthly Report

As indicated in Principal Bruner's report, teachers are focusing on additional interventions for math and reading in addition to focusing on writing in K-12 Language Arts classes based on writing scores. Tier 2 and 3 behavioral interventions have begun for qualifying students. The Social Workers are providing these interventions twice weekly.

Students that exhibit serious behaviors as defined by PBIS policy must have a re-entry meeting with the Principal and parent.

CBS now has a Facebook page that includes information for parents on items such as the school calendar, lunches, classroom activities and special events. Since its launch, we have had 224 visitors.

The K-2 classroom has integrated STEM into their programming. Students are engaged in these interactive learning experiences daily with exceptional results.

Enrollment stands at 55 students and there are 8 students on the waiting list.

Report on Circuit Breaker School Annual School Safety Review

Review the previously approved Executive Committee calendar for the 2016-2017 school year

Ms. Chapman shared that the calendar was in the agenda packet. Meetings are scheduled for the first Tuesday of the month. The meetings begin at 9:00 a.m. at the L.E.A.S.E. Office with the exception of the annual meeting at Circuit Breaker School in Peru which is planned for Tuesday, November 1. No conflicts were noted at this time.

Breakdown of L.E.A.S.E. charges versus L.E.A.S.E. monetary distributions to member districts

Ms. Chapman shared a spreadsheet which showed the amounts that L.E.A.S.E. billed each of the local districts for its operations for 2016-2017 versus the amount of federal dollars that L.E.A.S.E. has made available for distribution to each L.E.A.S.E. member district for 2016-2017. You will notice that this year there is only one districts that pay more for the LEASE levy than we distribute in grant funds. This is a change from last year's report as there were four districts that paid more for the LEASE levy than we distributed in grant funds. The change is a result of distributing the funds that were formally used to pay the federal TRS.

Finance committee updates and committee membership;

Ms. Chapman shared information regarding the first meeting of the finance committee on September 23rd. The committee discussed its purpose, and a communication plan for sharing information to all superintendents. More financial overview information was shared and we talked about what information I should gather for the next meeting which is scheduled for October 19th at 8:30. Today we need to discuss committee membership. Cleve would like to participate in the committee, but that would constitute a majority of the quorum of the executive committee, thus all of the OMA rules would apply.

Report on the Executive Director's goals and recommended L.E.A.S.E. initiatives for 2015-2018

Ms. Chapman previously shared a copy of her three year goals and action plan. She is in the second year of this “goal cycle”. The first goal is tied to a multi-year goal I had in the past that began with a complete overhaul of job descriptions and our evaluation process for all employees. This is the first year of full implementation of student growth. The second goal is related to ongoing cooperative wide evaluation and improvement. The third goal is related to the fiscal structure of the cooperative. I will update the executive committee on goal progress in January.

L.E.A.S.E./Federal/State/Local/Legal/V.O.I.C.E./Legislative/Medicaid initiatives

Ms. Chapman included a copy of the legal updates presented during the IAASE September Board meeting in member’s blue folders. Her verbal report shared information regarding the following:

IDEA Excess Cost – The FY17 IDEA excess cost worksheet, instructions, and resources have been released by ISBE. We will send out district worksheets shortly, I have a few questions that are specific to L.E.A.S.E. districts that should be answered today. As districts complete the annual financial report in October, they are encourage to complete the IDEA excess cost worksheet. The last remaining data source is the December 2016 Child Count. When that is available the districts will have all the data sources needed to complete and submit the IDEA excess cost worksheet. The completed worksheets can be submitted to ISBE between December 1, 2016 and January 31, 2017.

L.E.A.S.E. will once again be offering wellness screenings on site at the L.E.A.S.E. office along with flu shots. This helps to keep our health insurance rates as low as possible.

The next meeting will be November 1 at Circuit Breaker School.

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. Wrobleski

Action: Passed

Voice vote: “Yeas” – all

“Nays” – none.

Time of adjournment: 9:48 a.m.

Post Meeting Action

Date minutes approved: November 1, 2016

Date minutes were available for public inspection: November 1, 2016

Date minutes were posted on Alliance website: November 2, 2016

IV. 1

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/September

Date: September 30, 2016

MAP assessments were completed and additional academic interventions have been put into place for qualifying students. Students are receiving interventions for math and reading. Due to extremely low writing scores school-wide, an intensive writing intervention has been incorporated into the language arts curriculum K-12. The curriculum committee has begun work to analyze current writing needs.

Tier 2 and 3 behavioral interventions have begun for qualifying students. These are provided bi-weekly by the social workers. Re-entry meetings have also been added to the CBS procedures. Any student who has exhibited serious behaviors three times in a semester (specific behaviors pre-determined per PBIS policy) will not be allowed back to classes without a re-entry meeting with the student and parent. I am leading those meetings as needed before school.

CBS has launched a Facebook page that offers pertinent information to parents regarding issues such as non-attendance days and lunch menus. Regular classroom activities and special events are also highlighted. Since its launch, we have had 224 visitors.

The K-2 classroom has integrated STEM into their programming. Students are engaged in these interactive learning experiences daily with exceptional results.

The teacher evaluation process is in full swing. All teachers being evaluated have had informal and formal observations and their formative assessments have been conducted.

Currently CBS has 8 students on the waiting list.

CBS Monthly Statistic Report for September 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: **55**
3. Number of students on rolls at end of month: **53**
4. Number of boys on rolls at end of month: **47**
5. Number of girls on rolls at end of month: **6**
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	Earlville Comm. Unit #9	9/12/16
Girl	Streator Elem. #44	9/15/16
Boy	Deer Park Elem. #82	9/19/16

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	9/1/16
Boy	Mendota H.S. #280	9/1/16
Boy	Marseilles Elem. #150	9/1/16

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>
Girl	LaSalle/Peru H.S. #120	9/13/16
Girl	Rutland Elem. #230	9/14/16
Boy	Streator Elem. #44	9/23/16
Boy	Streator Elem. #44	9/23/16

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
121	- 23	= 98	/ 913	= 10.73%

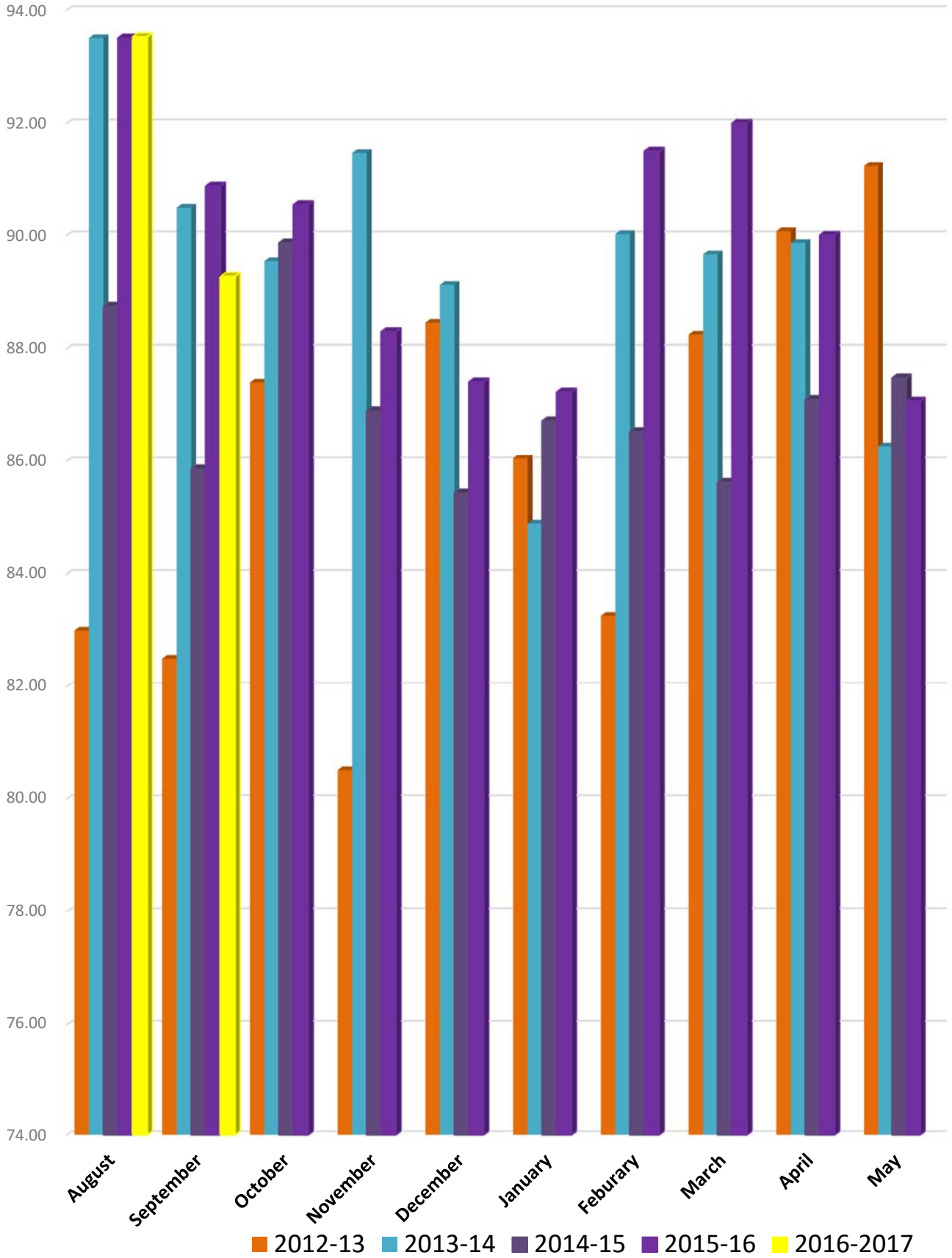
**Circuit Breaker School
September**

**Absence Report
2016**

Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	17	0	0	0	0	0.00%
2	2	17	0	12	0	12	70.59%
3	2	17	1	0	0	1	5.88%
4	9	17	4.5	0.5	0	5	29.41%
5	9	17	0	0	0	0	0.00%
6	44	8	0	0	0	0	0.00%
7	44	17	0.5	0	0	0.5	2.94%
8	44	16	0	0	0	0	0.00%
9	44	17	3	0	0	3	17.65%
10	44	17	0	0	0	0	0.00%
11	44	16	0	0	0	0	0.00%
12	44	17	0	0	0	0	0.00%
13	44	17	2	0	0	2	11.76%
14	44	17	1	2	0	3	17.65%
15	44	17	1	2	0	3	17.65%
16	44	17	0	2	0	2	11.76%
17	82	6	1	0	0	1	16.67%
18	95	17	0	0	0	0	0.00%
19	120	17	4	1.5	0	5.5	32.35%
20	120	8	1	4	0	5	62.50%
21	120	17	1	0	0	1	5.88%
22	122	17	0	0	0	0	0.00%
23	122	17	0	0	0	0	0.00%
24	122	17	2	0	0	2	11.76%
25	122	17	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	0	0	0	0.00%
29	122	17	0	0	17	0	0.00%
30	124	17	2	0	0	2	11.76%
31	124	17	0	0	0	0	0.00%
32	124	17	2	0	0	2	11.76%
33	124	17	0	5	0	5	29.41%
34	125	17	0	0	0	0	0.00%
35	140	17	1	0	0	1	5.88%
36	140	17	1	1	0	2	11.76%
37	140	17	2	4	0	6	35.29%
38	140	17	5.5	0	0	5.5	32.35%
39	140	17	3	1	0	4	23.53%
40	140	17	1.5	1	0	2.5	14.71%
41	141	17	1	0	0	1	5.88%
42	230	9	0	1	0	1	11.11%
43	141	17	2	0	0	2	11.76%
44	150	17	1	0	5	1	5.88%
45	150	17	0	0	0	0	0.00%
46	150	17	0	0	0	0	0.00%
47	160	17	2	2.5	0	4.5	26.47%

48	185	17	1	0	0	1	5.88%
49	280	17	1	0	1	1	5.88%
50	280	17	3	2	0	5	29.41%
51	289	17	2	0	0	2	11.76%
52	289	17	1	0	0	1	5.88%
53	289	17	0	0	0	0	0.00%
54	289	17	1.5	1	0	2.5	14.71%
55	425	17	0	0	0	0	0.00%
56	425	17	0	0	0	0	0.00%
	Totals	913	55.5	42.5	23	98	10.73%

CBS Attendance



Circuit Breaker School September 2016 Behavioral Report

Major, Sep 1, 2016 - Sep 26, 2016

