

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: Oct. 3, 2017

Time: 10:00 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2017-2018 Amended Budget

Approval of Chairperson Pro-tem:

Motion made by Mr. Sanders

Motion: to elect Matt Seaton as Chairperson pro-tem

Seconded by: Dr. Malahy

Voice vote: "Ayes" – all

"Nays – none.

Action: Passed

Motion made by: Mr. Sanders

Motion: To call the public hearing to order

Motion seconded by: Dr. School

Roll Call: "Yeas" – Sanders, School, Malahy and Seaton

"Nays" – none.

Action: Passed

Name of person taking the minutes: Colleen Stefan

Name of person presiding: Mr. Matt Seaton

Members in attendance:

1. Dr. Malahy
2. Mr. Sanders
3. Dr. School
4. Mr. Matt Seaton

Members absent:

1. Mr. DeBernardi
2. Mr. Threadgill
3. Mr. Wrobleski

Also present

1. Ms. Mary Jane Chapman, Executive Director

There were no visitors.

Summary of discussion: Ms. Chapman shared that with all of the staff changes and extraordinary legal fees, she felt that budget needs to be formally amended sooner rather than later in the year. Ms. Chapman explained that two individual paraprofessionals were added, new coordinators provided savings, and the CBS attorney fees were greater than the savings in principal salary.

Motion made by: Dr. Malahy

Motion: To close the public hearing

Motion seconded by: Dr. School

Voice vote indicated all ayes.

Nays none.

Action: Passed

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Open Meeting Minutes

Date: October 3, 2017

Time: 10:05 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: Matt Seaton, Chairperson pro-tem

Roll call indicated:

Members in attendance:

1. Dr. Sandy Malahy
2. Mr. Ted Sanders
3. Dr. Kristen School
4. Mr. Matt Seaton

Members absent

1. Mr. Brian DeBernardi
2. Mr. Cleve Threadgill
3. Mr. Steve Wrobleski

Also present

1. Ms. Mary Jane Chapman, Director

Welcome new board member:

Mr. Seaton, Chairperson pro-tem, introduced and welcomed Dr. Kristen School as she starts her term as board member.

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. 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 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. Threadgill as L.E.A.S.E. Executive Committee Vice-Chairperson for a one-year term.

Motion seconded by: Mr. Sanders

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

Action: Passed

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on: September 5, 2017, Bank Reconciliation, Bills, Financial Reports, and the C.B.S. Activity Fund Report

Summary of discussion: Ms. Chapman stated that there is one correction to the agenda, as the closed meeting minutes from the Sept. 5, 2017 were left off of the consent agenda. Ms. Chapman also explained to the board that the financials are not available due to the new bookkeeping software. August expenditures are currently still being added into the system. An additional bill list was shared.

Motion made by: Dr. Malahy

Motion: To approve the consent agenda with the addition of the closed session minutes from the September 5th meeting.

Motion seconded by: Dr. School

Roll Call: “Yeas” – Malahy, School, Sanders and Seaton

“Nays” – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the LEASE 2017-18 budget amendment

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

Motion made by: Dr. School

Motion: to approve the L.E.A.S.E. 2017-2018 budget amendment

Motion seconded by: Dr. Malahy

Roll Call: “Yeas” – School, Malahy, Seaton and Sanders

“Nays” – none.

Action: Passed

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 she recommend that the third member, who is to be a community member, be Assistant Regional Superintendent Matt Winchester, who has already agreed to this nomination. The board needs to nominate one more Executive Committee member along with Matt Winchester. Finally, the committee needs to approve the resolution to appoint Jayme Salazar as the L.E.A.S.E. Ethics Officer.

Motion made by: Dr. Malahy

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

Motion seconded by: Mr. Sanders

Voice vote: “Yeas” – all

“Nays” – none.

Action: Passed

Motion made by: Dr. Malahy

Motion: to approve the appointment of Matt Winchester to the L.E.A.S.E. Ethics Commission.

Motion seconded by: Mr. Sanders

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

Action: Passed

Motion made by: Mr. Sanders

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 Jayme Salazar 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 Jayme Salazar 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 3, 2017 and continuing until subsequent appointments have been formally approved at the October 2018 Executive Committee meeting.

Motion seconded by: Dr. School

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 2018-2019 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: Dr. Malahy

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. Sanders

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

Action: Passed

Agenda item: Accept the resignation of staff.

Ms. Chapman told the board that she received two letters of resignation. The first letter is from Amanda Bresley, who is an individual paraprofessional. The second is Megan Jessen, who is a CBS classroom paraprofessional.

Motion made by: Mr. Sanders

Motion: To accept with regret the resignations of Amanda Bresley and Megan Jessen.

Motion seconded by: Dr. Malahy

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

Action: Passed

Agenda item: First reading revisions to policies as follows: 2:60 *Uniform Grievance Procedure* and 8:70 *Accommodating Individuals with Disabilities*.

Summary of discussion: Ms. Chapman reported that these policies have minor corrections with the most significant changes to the legal references and Cross References.

Agenda item: Approve substitute pay for individual paraprofessionals

Summary of discussion: Ms. Chapman explained that she would like to pay \$75 per day for part-time individual paraprofessionals that substitute at Circuit Breaker School.

Motion made by: Mr. Sanders

Motion: To pay part-time substitute individual paraprofessionals a daily rate of \$75 per day.

Motion seconded by: Dr. School

Action: Passed

Information Items

C.B.S. Monthly Report

As indicated in Principal Salazar's report, a Leadership Committee has been set up with members consisting of the certified staff, two social workers and herself. The meetings are held each Wednesday from 2:30-4:00 p.m. The goal of forming this committee is to improve communication within the building, condense meetings held throughout the school week and improve active participation of all certified staff.

The Leadership Committee would like to develop a scope and sequence for coding curriculum and have asked Marie McLaughlin, IT coordinator, to help with this.

An update was given on the safety drills, PBIS and SWIS Data. Principal Salazar reported that Office Discipline Referrals for major behaviors totaled 137, which is a reduction of more than 50% of behaviors compared to September 2015 and 2016.

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 54 students with three enrolled for the first time this month.

Review the previously approved Executive Committee calendar for the 2017-2018 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 7. 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 2017-2018 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 2017-2018. This year there are no districts that pay more for the LEASE levy than what is distribute in grant funds. Ms. Chapman also highlighted the districts that receive funding for Incentive Programs. Currently L.E.A.S.E. is funding 17 incentive programs.

Report on preliminary audit reports for FY17 Federal IDEA Preschool, FY17 Federal IDEA and F16 state Special Education Personnel Reimbursement

The board received copies of the preliminary audit reports in their board packets. There was one finding related to claiming the Director, Assistant Director and Principal for 12 month reimbursement. Although these are 12 month positions, we can't claim reimbursement due to there being no students housed for any programs during the summer months. Ms. Chapman informed the board that ISBE is not sure at this time how the adjustment will be made, and will share the final report once it's received. With the exception of this one finding, the audit was found to be "perfectly clear."

Cooperative-side committee updates

Ms. Chapman gave a verbal report and stated that the cooperative-wide committee established to look at cost cutting measure had its first meeting on September 19th. The committee is made up of Ms. Chapman and 10 other employees. The employees represent different job classes and different levels of benefits. The next meetings are scheduled for October 3rd, 10th and 19th.

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. This is the third year of this "goal cycle". The first goal is tied to a multi-year goal that began with a complete overhaul of job descriptions and the evaluation process for all employees. The second goal is related to ongoing

cooperative-wide evaluation and improvement. The third goal is related to the fiscal structure of the cooperative. Ms. Chapman 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. 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 2017 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, 2017 and January 31, 2018.

ISBE will not be identifying any new school districts for focused monitoring this year.

The next meeting will be November 7 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. Sander

Motion seconded by Dr. Malahy

Action: Passed

Voice vote: "Yeas" – all

"Nays" – none.

Time of adjournment: 10:50 a.m.

Post Meeting Action

Date minutes approved: 11/7/2017

Date minutes were available for public inspection: 11/7/2017

Date minutes were posted on Alliance website: 11/8/2017

II.

LaSalle /Putnam County Educational Alliance for Special Education

Jayne 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: October 31, 2017

End of the first quarter and Honor Roll – Parent teacher conferences were held on Thursday, October 26th. Most parents were available by phone rather than in person. However, teachers were able to contact all parents to give an update on student progress. CBS celebrated 18 students on the first quarter honor roll. Students and their families were invited to join staff for donuts and the presentation of honor roll certificates. Student could receive academic honor roll if they received all A's and B's. Additionally students could receive behavior honor roll if they met the following criteria: zero incident reports (ODRs), zero bus reports, may not drop level more than once, zero unexcused absences, and must be enrolled in CBS for at least 6 of the 9 weeks.

PBIS- The first quarter PBIS celebration was held on the afternoon of Friday, October 20th. All classrooms celebrated with student chosen Halloween movies and a popcorn party. The structure of this celebration was received well by staff. Having classroom structured activities allows for more student success than whole school activities.

SWIS Data- As of October 31, 2017 SWIS data indicates CBS Office Discipline Referrals (ODRs) for major behaviors totaled 158. This is a reduction of 40% of behaviors compared to September 2016 (262). Per comments of staff and students, this reduction of behavior across the school has improved the overall climate. The behavior pyramid for the 2017-2018 school year currently reflects 27% of students at CBS have received zero or one ODR. Additionally, 30% of CBS students have received two to five ODRs and 43% have received six or more.

CBS Monthly Statistic Report for October 2017

1. New students enrolled for the first time this month: **5**
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: **55**
4. Number of boys on rolls at end of month: **48**
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>
Boy	# 150		10/2/17
Boy	# 120		10/10/17
Boy	# 141		10/11/17
Boy	# 122		10/11/17
Boy	#140		10/18/17
Boy	#160		10/23/17

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	10/20/17

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>
Boy		#120	10/20/17

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		#125	10/13/17
Boy		#140	10/31/17

Attendance Summary:

Total Days Excused & Unexcused		Alternative Educational Placements		Total Days Absent		Total Days Present		Percent of Absenteeism
138	-	4	=	134	/	1099	=	12.19%

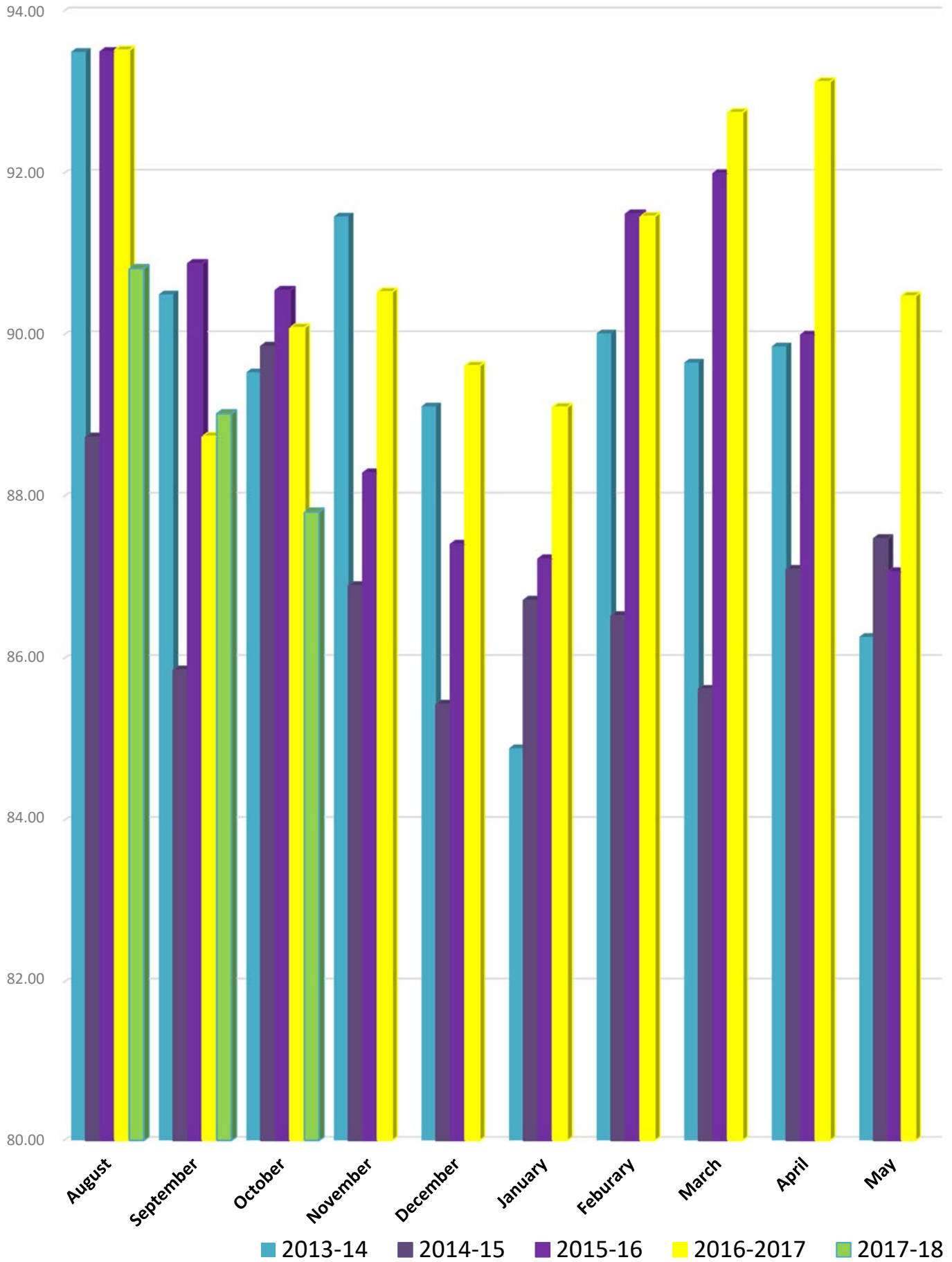
Circuit Breaker School

**Absence Report
2017**

Name	Number	District	October		2017			Total	Percent
			Enrolled	Excused	Unexcused	Other			
	1	1	20	1	0	0	1	5.00%	
	2	9	20	1	0	0	1	5.00%	
	3	40	20	4	4	0	8	40.00%	
	4	40	20	3	0	0	3	15.00%	
	5	44	20	0	0	0	0	0.00%	
	6	44	20	0	0	0	0	0.00%	
	7	44	20	0	0	0	0	0.00%	
	8	44	20	1	0	0	1	5.00%	
	9	44	20	2	0	0	2	10.00%	
	10	44	20	1	0	0	1	5.00%	
	11	44	20	3	0	0	3	15.00%	
	12	44	20	0	0	0	0	0.00%	
	13	44	20	1	2	0	3	15.00%	
	14	79	20	0	1	0	1	5.00%	
	15	82	20	0	0	0	0	0.00%	
	16	95	20	1	0	4	1	5.00%	
	17	120	13	3	4.5	0	7.5	57.69%	
	18	120	20	1	0	0	1	5.00%	
	19	120	20	0	0	0	0	0.00%	
	20	120	16	1.5	4	0	5.5	34.38%	
	21	120	13	1	0	0	1	7.69%	
	22	122	20	0	0	0	0	0.00%	
	23	122	20	1	5	0	6	30.00%	
	24	122	20	0	0	0	0	0.00%	
	25	122	20	0	0	0	0	0.00%	
	26	122	20	0	0	0	0	0.00%	
	27	122	20	0	0	0	0	0.00%	
	28	122	20	3	0	0	3	15.00%	
	29	122	20	2	0	0	2	10.00%	
	30	122	20	3	0	0	3	15.00%	
	31	122	15	0.5	0	0	0.5	3.33%	
	32	124	20	4	0	0	4	20.00%	
	33	124	20	0.5	0	0	0.5	2.50%	
	34	124	20	6	0	0	6	30.00%	
	35	125	20	0	1	0	1	5.00%	
	36	125	8	0	0	0	0	0.00%	
	37	140	20	1	0	0	1	5.00%	
	38	140	20	0	0	0	0	0.00%	
	39	140	12	0	8	0	8	66.67%	
	40	140	20	3	0	0	3	15.00%	
	41	141	20	2	3	0	5	25.00%	
	42	141	15	1	0	0	1	6.67%	
	43	150	20	1	0	0	1	5.00%	
	44	150	20	0	0	0	0	0.00%	
	45	150	20	1	1	0	2	10.00%	
	46	160	20	0	20	0	20	100.00%	
	47	160	7	0	0	0	0	0.00%	
	48	160	20	1	0	0	1	5.00%	
	49	280	20	2.5	1	0	3.5	17.50%	
	50	280	20	0	0	0	0	0.00%	
	51	280	20	0	1	0	1	5.00%	
	52	280	20	9	0.5	0	9.5	47.50%	

53	289	20	4	0	0	4	20.00%
54	289	20	1	0	0	1	5.00%
55	289	20	0	0	0	0	0.00%
56	289	20	0	0	0	0	0.00%
57	425	20	3	0	0	3	15.00%
58	535	20	3	1	0	4	20.00%
	Totals	1099	77	57	4	134	12.19%

CBS Attendance



Circuit Breaker School October 2017



Referrals by Problem Behavior

Major, Oct 1, 2017 - Oct 31, 2017

