

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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Open Meeting Minutes

Date: November 6, 2012

Time: 9:00 a.m.

Location: Circuit Breaker School, Peru, Illinois

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Dr. Kevin Myers

Roll call indicated

Members in attendance:

1. Mr. Robert Abney
2. Mr. Dan Marena
3. Mr. Eric Misener
4. Dr. Kevin Myers
5. Dr. Kristen School
6. Mr. Wade Winekauf (arrived shortly after the meeting began)
7. Mr. Matt Winchester

Members absent: none

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director
3. Mr. Phil Gassman, Principal, C.B.S.

Reception of Guests and Visitors & Opportunity for Public Comment

The Board welcomed C.B.S. Principal Gassman who reported that the month ended with 38 students. Four students made the behavior honor roll and seven students made the academic honor roll. C.B.S. had two student teachers from Illinois State University start this month. MAP benchmark testing was completed this month. The data will be incorporated with the AIMSs testing to improve academic instruction for students. Two students participated in job shadowing this month and are on target to graduate or return to their home district. The ASVAB test was offered to the upper classmen to assist in Transition planning. Flu shots and annual health screenings were held for staff members. The Committee thanked Mr. Gassman for his presentation.

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on October 2, 2012; September 2012 Bank Reconciliation; Bills, Statement of Position, C.B.S. Activity Fund Report and Approve the destruction of the April 14, 2011 tape-recorded closed session minutes)

Summary of discussion: An additional bill list was shared.

Motion made by: Mr. Marena

Motion: To approve the Open Session Minutes and Closed Session Minutes from the Board meeting held on October 2, 2012; September 2012 Bank Reconciliation; Bills, Statement of Position,

C.B.S. Activity Fund Report and approve the destruction of the April 14, 2011 tape-recorded closed session minutes

Motion seconded by: Mr. Misener

Roll Call: "Yeas" – Marendia, Misener, Abney, Myers, School, Winekauf and Winchester.

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Adopt a resolution regarding the retirement of L.E.A.S.E. employees.

Summary of discussion: Ms. Chapman shared requests from Deb Anderson and Carol Gorham to access the IMRF ERI. Both of these employees have served students at Circuit Breaker School for over 20 years and meet the requirements for participation in the ERI program.

Motion made by: Dr. School

Motion: To adopt the following resolution:

WHEREAS The L.E.A.S.E. Executive Committee passed a resolution to open an I.M.R.F. Early Retirement Incentive window beginning December 31, 2012, and...

WHEREAS Deborah Anderson and Carol Gorham have officially indicated their intent to retire as of the end of their respective contracts in June 2013 and participate in the I.M.R.F. ERI option, therefore be it formally...

RESOLVED to accept both Deb and Carol's formal notification of their pending retirement as a formal letter of resignation effective at the end of their respective contracts in June 2013.

Following discussion, Dr. School withdrew the motion. The item was tabled until more information can be provided to the Executive Committee.

Agenda item: Approve on first reading new policies as follows: 5:125 *Personal Technology and Social Media; Usage and Conduct*; and revisions to policies 2:200 *Types of Meetings*; 2:220 *Governing Bodies Meeting Procedure*; 4:60 *Purchases and Contracts*; 5:30 *Hiring Process and Criteria*; 6:65 *Student Social and Emotional Development*. Ms. Chapman shared the following information regarding these policies.

1. 5:125 *Personal Technology and Social Media; Usage and Conduct* - This recommended policy provides rules for the use of personal technology by L.E.A.S.E. employees. These guidelines clarify our current practices.
2. 2:200 *Types of Meetings* - The changes outlined in this policy are related to recent changes in the Open Meetings Act which require advance notice of at least 48 hours for any agenda item that will be acted upon, and requires that special meeting discussions must be related to a subject on the agenda.
3. 2:220 *Governing Bodies Meeting Procedure* - This related policy contains recommended changes regarding meeting agendas, and reiterates the rules for allowing Board action only when the item has been indicated on the posted agenda at least 48 hours in advance of the meeting.
4. 4:60 *Purchases and Contracts* - The only change to this policy is the increase in threshold from \$10,000 to \$25,000 for requiring compliance with the State bidding procedures.
5. 5:30 *Hiring Process and Criteria* - The changes recommended to this policy address changes in the Right to Privacy in the Workplace Act limiting the types of investigations and inquiry employers can utilize for employees or prospective employees.
6. 6:65 *Student Social and Emotional Development* - The recommended changes to this policy provide more depth to the definition and expectations for social emotional learning.

Motion made by: Mr. Winchester

Motion: to approve the new policy 5:125 *Personal Technology and Social Media, Usage and Conduct* and to approve the needed revisions to policies 2:200 *Types of Meetings*; 2:220 *Governing Bodies Meeting Procedure*; 4:60 *Purchases and Contracts*; 5:30 *Hiring Process and Criteria*; 6:65 *Student Social and Emotional Development* on first reading

Motion seconded by: Mr. Misener

Action: Passed

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: November 6, 2012

Time: 9:23 a.m.

Location: Circuit Breaker School, Peru, Illinois

A motion was made by Dr. School

And seconded by Mr. Winekauf

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” - School, Winekauf, Abney, Marena, Misener, Myers and Winchester
“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:35 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Marena

And seconded by Mr. Winchester

To return to open meeting

Roll Call: “Yeas – Marena, Winchester, Abney, Misener, Myers, School and Winekauf
“Nays” – none.

Action: Passed

Anticipated Action after Closed Session

Summary of discussion: As discussed in closed session.

Motion made by: Mr. Marena

Motion: to renew the Executive Director’s Contract with the following base salaries

2012-13	120,418.00
2013-14	124,030.54
2014-15	126,511.15
2015-16	129,041.37

Motion seconded by: Mr. Abney

Roll Call: “Yeas” – Marena, Abney, Misener, Myers, School, Winekauf and Winchester.
“Nays” – none.

Action: Passed

Information Items

Pre-Primary Keys program updates

Mrs. Carretto reported that the program is serving two students aged 3-6 years in the Cooperative and they do have openings. One student has returned to his home district. They are keeping the second year of data while using the STAR curriculum.

Report on revisions to Administrative Procedure 6:60 AP2 *Comprehensive Health Education Program*; 6:120 AP15 *Service Animals*; 7:190 AP3 *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*; and new L.E.A.S.E. Exhibit 4:60 E1 *Notice to Contractors*; and revisions to Exhibit 2:140 E1 *Guidance for Board Member Communications, Including Email Use*; Exhibit 2:250 E2 *Immediately Available Public Records*. Ms. Chapman shared the following information regarding these procedures and exhibits.

1. Report on revisions to Administrative Procedure 6:60 AP2 *Comprehensive Health Education Program*; Changes were made to this procedure to reflect changes in the School Code regarding Health Education Programs.
2. 6:120 AP15 *Service Animals*; Changes were made to this procedure to include Miniature horses in the definition of a service animal as required by the Service Animal Access Act
3. 7:190 AP3 *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*; Considerable changes were made to this procedure to more specifically outline regulations regarding reports from the Alliance to local law enforcement and reports from local law enforcement to the Alliance.
4. New L.E.A.S.E. Exhibit 4:60 E1 *Notice to Contractors*; This new exhibit provides notice to contractors that they are required to pay prevailing wage and where they can access current prevailing wage rates.
5. Revisions to Exhibit 2:140 E1 *Guidance for Board Member Communications, Including Email Use*; changes to this exhibit incorporate changes to the Freedom of Information Act regarding the definition of a public record along with updates from Public Access Opinion No. 11-6 concerning the transaction of public business.
6. Exhibit 2:250 E2 *Immediately Available Public Records*; changes to this exhibit reflect updated public records that must be posted on the Alliance website.

Discuss the preliminary implications of the data received relative to the “Cooperative Status/Needs Assessment Report” used to determine the overall priority needs of the Cooperative and to initiate local district funding requests from L.E.A.S.E. for new local program development

We are still waiting for a few districts to submit their completed needs assessments. Currently only two districts have identified underserved students and no districts reported that they have unserved students. There were some new concerns raised this year related to appropriate adaptations to drivers education to support students with disabilities and the availability of transition/supported employment opportunities. As indicated in past needs assessments, several districts continue to struggle with the intensive needs of students with autism and severe behavioral disabilities. Local programming for students K-3 with behavioral disabilities is

limited. More than one district indicated that the social/emotional needs of their student body exceed available district resources. Next month Ms. Chapman will bring the Cooperative-Wide Needs Assessment Report for Executive Committee approval prior to distribution to districts.

L.E.A.S.E., Medicaid, I.S.B.E., legislative, legal updates

ISBE

The Illinois RtI Network has scheduled networking meetings designed to promote professional development and the opportunity to network with other districts regarding the implementation of RtI. L.E.A.S.E. coordinator Moriah Mott is a lead coach for our area and is one of the facilitators for local meetings. The next meeting is scheduled for December 18th at IVCC. Registration is available on the ROE website.

LEASE

We have now completed all of the required annual and bi-annual required trainings for all L.E.A.S.E. staff members.

The LEASE improvement committee is putting the final touches on a web-based survey to collect feedback regarding L.E.A.S.E. programs. The survey will be available this winter, which puts us on target for the identified improvement activities for this school year.

We had good participation in our annual LEASE Wellness Screenings and many took advantage of the on-site flu shots offered for the first time.

Coordinator and Preschool Screening Team district evaluation feedback forms will be distributed soon. We appreciate your feedback to help us in the evaluation process. It is especially helpful to receive specific comments regarding performance.

Our new website is live. Please take a few moments to register so you can gain access to Executive Committee only content in the future. Ms. Chapman hopes to provide the December agenda items through the website.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Winchester

Motion seconded by Mr. Abney

Action: Passed

Time of adjournment: 10:55 a.m.

Post Meeting Action

Date minutes approved: December 4, 2012

Date minutes were available for public inspection: December 4, 2012

Date minutes were posted on Alliance website: December 4, 2012

II.

LaSalle /Putnam County Educational Alliance for Special Education

Phillip F. Gassman, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

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

To: Mary Jane Chapman, Director

From: Phil Gassman, Principal

Re: End of Month Report

Date: October 26, 2012

We ended the month with 38 students. We had 4 students drop and 2 students enter this month.

We have two student teachers from Illinois State University start with us this month and we are happy to have them join us for the third quarter.

We completed the MAP bench mark testing this month and plan to incorporate the data with our AIMS testing to improve our academic instruction for our students.

We have two students that did a job shadow this month with them being on target to graduate or return to their home district. We also offered the ASVAB test to our upper classman to assist in Transition Planning.

Flu shots and medical screenings were offered this month to all CBS staff as part of our wellness program.

Thank you for your continued support.

CBS Monthly Statistic Report for October 2012

1. New students enrolled for the first time this month: 2

2. Total of all students who were on CBS rolls at anytime this month: 42

3. Number of students on rolls at end of month: 35

4. Number of boys on rolls at end of month: 30

5. Number of girls on rolls at end of month: 5

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	LaSalle Elem. #122	10-1-12
Girl	Seneca H.S. #160	10-22-12

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 Dropped</u>
Boy	Ottawa H.S. #140	10-3-12

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	Streator H.S. #40	10-10-12

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	Streator H.S.	10-3-12
Boy	Streator H.S.	10-3-12

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
116.5	-	34	=	82.5 / 671 = 12.30%

Circuit Breaker School			Absence Report				
		October		2012			
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	18	2	0	0	2	11.11%
2	40	3	0	3	0	3	100.00%
3	40	18	0	0	0	0	0.00%
4	40	18	0	0	0	0	0.00%
5	40	3	1	2	0	3	100.00%
6	40	6	0	4	1	4	66.67%
7	120	18	0	0	0	0	0.00%
8	120	18	0	0	0	0	0.00%
9	122	18	0	0	0	0	0.00%
10	122	18	1	0	6	1	5.56%
11	124	18	0	0	0	0	0.00%
12	124	18	1	0	0	1	5.56%
13	124	18	0	0	0	0	0.00%
14	124	18	1	6	0	7	38.89%
15	124	18	1	0	0	1	5.56%
16	125	18	0	0	0	0	0.00%
17	140	18	3	0	15	3	16.67%
18	140	18	0	0	0	0	0.00%
19	140	18	1	13.5	0	14.5	80.56%
20	140	18	0	0	0	0	0.00%
21	140	18	0	4	0	4	22.22%
22	140	18	0	1	0	1	5.56%
23	140	18	4	3	0	7	38.89%
24	140	18	0	0	0	0	0.00%
25	140	6	0	6	0	6	100.00%
26	141	18	2	0	0	2	11.11%
27	141	18	3	0	0	3	16.67%
28	141	18	1	0	0	1	5.56%
29	150	18	2	0	0	2	11.11%
30	160	18	0	0	0	0	0.00%
31	160	5	1	0	0	1	20.00%
32	195	18	0	0	0	0	0.00%
33	210	18	2	0	7	2	11.11%
34	280	18	4	0	0	4	22.22%
35	280	18	0	0	0	0	0.00%
36	280	18	4	0	0	4	22.22%
37	289	18	1	0	0	1	5.56%
38	289	18	1	0	0	1	5.56%
39	535	18	2	0	5	2	11.11%
40	535	18	1	0	0	1	5.56%
41	535	18	1	0	0	1	5.56%
42	535	18	2	0	0	2	11.11%
	Totals	671	40	42.5	34	82.5	12.30%

STATUS OF BEHAVIORAL INCIDENT REPORTS

October 2012

	<u>Bodett</u>	<u>Ficek</u>	<u>Hohmann</u>	<u>Roberts</u>	<u>Thorson</u>	<u>Total</u>
<u>Physical Restraint</u>	0	0	0	6	0	6
To the Floor				1		
Not to the Floor				5		
Time Out		1	2	8	3	14
Injury/Medical					1	1
Damages				1		1
Left Classroom					1	1
Left Building						0
Learning	9	4		10	5	28
<u>Other</u>	0	0	3	2	8	13
<hr/>						
Refused to Work			1		4	
Non-Compliant					1	
Flipped table in clroom					1	
Out of Community						
Transfer to Hospital					1	
AWOL						
Property Damage						
Isolation in Speech Room				1		
Police Report				1		
Slamming Books/Punching						
Doors					1	
Physical Aggression					1	
Removed from Classroom			1			