

**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: November 7, 2017

Time: 9:01 a.m.

Location: Circuit Breaker School, Peru, Illinois

Type of meeting:  Regular

Name of person taking the minutes: Colleen Stefan

Name of person presiding: Mr. Cleve Threadgill

Roll call indicated

Members in attendance:

1. Mr. Brian DeBernardi
2. Dr. Sandy Malahy
3. Dr. Kristen School
4. Mr. Ted Sanders
5. Mr. Matt Seaton (arrived at 9:30 am)
6. Mr. Cleve Threadgill

Members absent:

1. Mr. Steve Wrobleski

Also present

1. Ms. Mary Jane Chapman, Director
2. Ms. Jayme Salazar, Principal, Circuit Breaker School

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

The Board welcomed C.B.S. Principal Salazar who reported on:

- The school currently has 55 students, with 5 pending students arriving later this month (November). There are three new teachers, one new secretary and a new principal.
- Areas that are going well at C.B.S. this year, including weekly leadership meetings. Areas of need include the current policy vs. current practices, vision for CBS programming and professional development.
- Goals set, such as the transition of 10% of students back to the home district, to reduce ODR's and create improvement plans and goals for the 2018-2019 school year.

**Approval of Items on Consent Agenda (Open Session Minutes from the Board meeting held on October 3, 2017; August 2017 Bank Reconciliation; Bills, Financial Report and C.B.S. Activity Fund Report)**

Summary of discussion: An additional bill list was shared. Ms. Chapman also gave an update on the SDS conversion, as we have run into some issues. The person we were working with made some mistakes both with our data and our training. We are now working with other members of the SDS team and have cleaned up our data through August. We will be receiving more training in the next few weeks (at no additional cost) and they are working on customized reports for the Executive Committee to match the previous reports we have used. The reports I've included in packet demonstrate that our accounts are balanced through August 2017.

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Motion made by: Mr. DeBernardi

Motion:  To approve the items on Consent Agenda

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – DeBernardi, Sanders, Malahy, School, and Threadgill.

"Nays" – none.

Action:  Passed

### **Remaining Agenda Items**

#### **Agenda item: Proposal for the rental of new copy equipment for the L.E.A.S.E. office:**

Ron Knoll approached Ms. Chapman with a new program that would provide us with updated copy equipment at a slightly lower cost than what we are paying now. The new copiers would be a change from Cannon to Minolta machines with an upgrade to the capabilities for two of the machines. Mr. DeBernardi advised that the service portion of the contract should be double-checked to make sure fees don't increase as the machines age. Ms. Chapman noted that she believed that fees stay consistent throughout the contract period, however, she will review the contract.

Motion made by: Mr. Sanders

Motion:  To allow Mary Jane Chapman to move forward on updating the copy machines

Motion seconded by: Dr. School

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

"Nays" – Mr. DeBernardi

Action:  Passed

#### **Agenda Item: Approved second reading revisions to policies as follows:**

*2:260 Uniform Grievance Procedure and 8:70 Accommodating Individuals with Disabilities.*

Ms. Chapman explained that both these policies have minor corrections with the most significant changes to the legal references and cross references.

Motion made by: Mr. Sanders

Motion:  approve on second reading revisions to policies 2:260 Uniform Grievance Procedure and 8:70 Accommodating Individuals with Disabilities.

Motion seconded by: Mr. DeBernardi

Voice Vote: "Yeas" – all

"Nays" – none.

Action:  Passed

#### **Agenda item: First reading on new policy:**

*5:123 Recording of Students/Student Images.*

Ms. Chapman reported that this policy specifically prohibits audio/video recording unless specific conditions have been met. It also includes a statement indicating that an employee who violates the policy may be subject to discipline up to, and including, termination.

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**Motion to Adjourn to Closed Meeting**

Date: Nov. 7, 2017

Time: 9:39 a.m.

Location: CBS Board Room

Motion made by: Dr. School

Seconded by: Mr. DeBernardi

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.

Time of adjournment of closed meeting and return to open meeting: 9:42 a.m.

**Motion to Return to Open Meeting**

A motion was made by: Mr. Sanders

And seconded by: Dr. Malahy

To return to open meeting

Voice vote: "Yeas" – all

"Nays" – none.

Action:  Passed

**Anticipated Action Items After Closed Session**

**Approve resolutions to hire staff**

Summary of discussion: As discussed in Closed Session

Motion:  to adopt the following resolutions

Motion made by: Mr. Seaton

WHEREAS a vacancy exists for a paraprofessional at Circuit Breaker School . . .

WHEREAS a current part-time employee is a suitable and fully qualified applicant for this position, therefore be it . . .

RESOLVED to reassign Laura Kirkman to the full-time paraprofessional position maintaining her current rate of \$15.00/hour to serve at Circuit Breaker School.

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WHEREAS a vacancy exists for 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 . . .

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RESOLVED to employ Kathryn Witek on a part-time basis at a rate of \$15.00/hour to serve as an individual paraprofessional at Circuit Breaker School.

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WHEREAS a vacancy exists for 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 Debra Mueller on a part-time basis at a rate of \$15.00/hour to serve as an individual paraprofessional at Circuit Breaker School.

Motion seconded by: Mr. DeBernardi

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

Action:  Passed

## Information Items

### **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 (verbal report)**

Ms. Chapman reported we had 150 responses to our Needs Assessment, down a bit from last year's 161 responses. For the first time, we received responses from at least one person from every member district, with the bulk of the responses from special education teachers. A full update on this report will be presented at the December 2017 board meeting.

### **Cooperative-wide committee update**

The cooperative-wide committee has met almost weekly since the September Executive Committee meeting. We have reviewed information from member districts regarding Board/Employee contributions for insurance and we also reviewed historical insurance costs for L.E.A.S.E. We reviewed member district/L.E.A.S.E. AFR's to compare the percentage of budget that is salary and percent that is benefits. We have reviewed the history of new L.E.A.S.E. employees annually, and reviewed benefit structures from outside of L.E.A.S.E. We also have run some numbers for some "what if" scenarios. The committee is now working on developing a plan to present to the Executive Committee for review in December.

### **Discussion on future building usage of C.B.S.**

Ms. Chapman informed the board that she had been approached by the ROE (Regional Office of Education) regarding if we intend to continue to have space for them (Safe School) in FY 19 in the CBS building. Ms. Chapman reminded the board that the renewal of the rental agreement was discussed last March and it was decided to make no changes at that time. All board members present agreed that they would like to continue to work with the ROE and keep Safe School in the building. Discussion was held on the need to possibly

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expand due to increasing numbers. The board members agreed that space is getting limited with the increasing students attending C.B.S.

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

*4:60 E1 Notice to Contractors, 4:170 AP1 Metal Detectors, 4:170 AP4 National Terrorism Advisory System, 4:170 E2 Memo to Staff Members Regarding Contacts by Media About a Crisis.*

**L.E.A.S.E., Medicaid, I.S.B.E., legislative, legal updates (verbal update)**

Mary Jane reported on the following:

- Although L.E.A.S.E. hasn't received the final audit report from ISBE regarding our personnel reimbursement and IDEA audits, I did receive a phone call from the auditor indicating that because personnel reimbursement is no longer available, there will be no financial adjustment for our incorrect reporting.
- 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.
- Districts should have received Excess Cost documents. Ms. Chapman encouraged anyone with questions to please contact her.

**Non-Agenda Items from the Executive Committee/Director**

There were none.

**Approval of Motion to Adjourn**

Motion to adjourn made by Dr. Malahy

Motion seconded by Mr. DeBernardi

Voice Vote: "Yeas" – all

"Nays" – none.

Action:  Passed

Time of adjournment: 10:14 a.m.

**Post Meeting Action**

Date minutes approved: Dec. 5, 2017

Date minutes were available for public inspection: Dec. 5, 2017

Date minutes were posted on Alliance website: Dec. 6, 2017

## IV. I

### ***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: November 30, 2017**

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**Leadership Committee-** This month the leadership committee has focused on how to individualize instruction for students who are not yet ready for group instruction. Additionally, the committee has decided to provide individualized academic interventions for math and reading inside the classroom. Currently, students are removed from the classroom and receive one to one interventions. Each department will look at student data and group students by academic needs and provide interventions in the classroom.

**Classroom Moves-** Due to the increased need to serve students in grades K-4, the current physical arrangements need to be adjusted. The three teachers in grades K-4 will be relocating their classrooms to meet the needs of our students. The moves will be completed before winter break, allowing for more physical space which in return benefits more students.

**Thanksgiving Dinner** – The annual CBS Thanksgiving dinner was held on Friday, November 17, 2017. Students and staff were served turkey and stuffing, mashed potatoes and gravy, corn, green bean casserole, rolls, and pie. This dinner is provided by donations from the community as well as CBS staff. Much effort was put into the planning and preparation of this dinner. The feedback from students was overwhelmingly positive, many students shared they do not have access to a traditional thanksgiving dinner outside of CBS.

**SWIS Data-** As of November 30, 2017 SWIS data indicates CBS Office Discipline Referrals (ODRs) for major behaviors totaled 174. This is a reduction of overall school behavior compared to November 2016 (289). 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 43% of students at CBS have received less than six ODRs.

## CBS Monthly Statistic Report for November 2017

1. New students enrolled for the first time this month: 3
2. Total of all students who were on CBS rolls at anytime this month: 57
3. Number of students on rolls at end of month: 57
4. Number of boys on rolls at end of month: 50
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>
A. Boy	B. # 150	11/1/17
C. Boy	D. # 44	11/13/17
E. Boy	F. # 140	11/14/17
G.	H.	
I.	J.	
K.	L.	

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	# 120	11/21/17 (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>
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**Attendance Summary:**

Total Days Excused & Unexcused	-	Alternative Educational Placements	=	Total Days Absent	/	Total Days Present	=	Percent of Absenteeism
127.5		4		123.5		952		12.97%

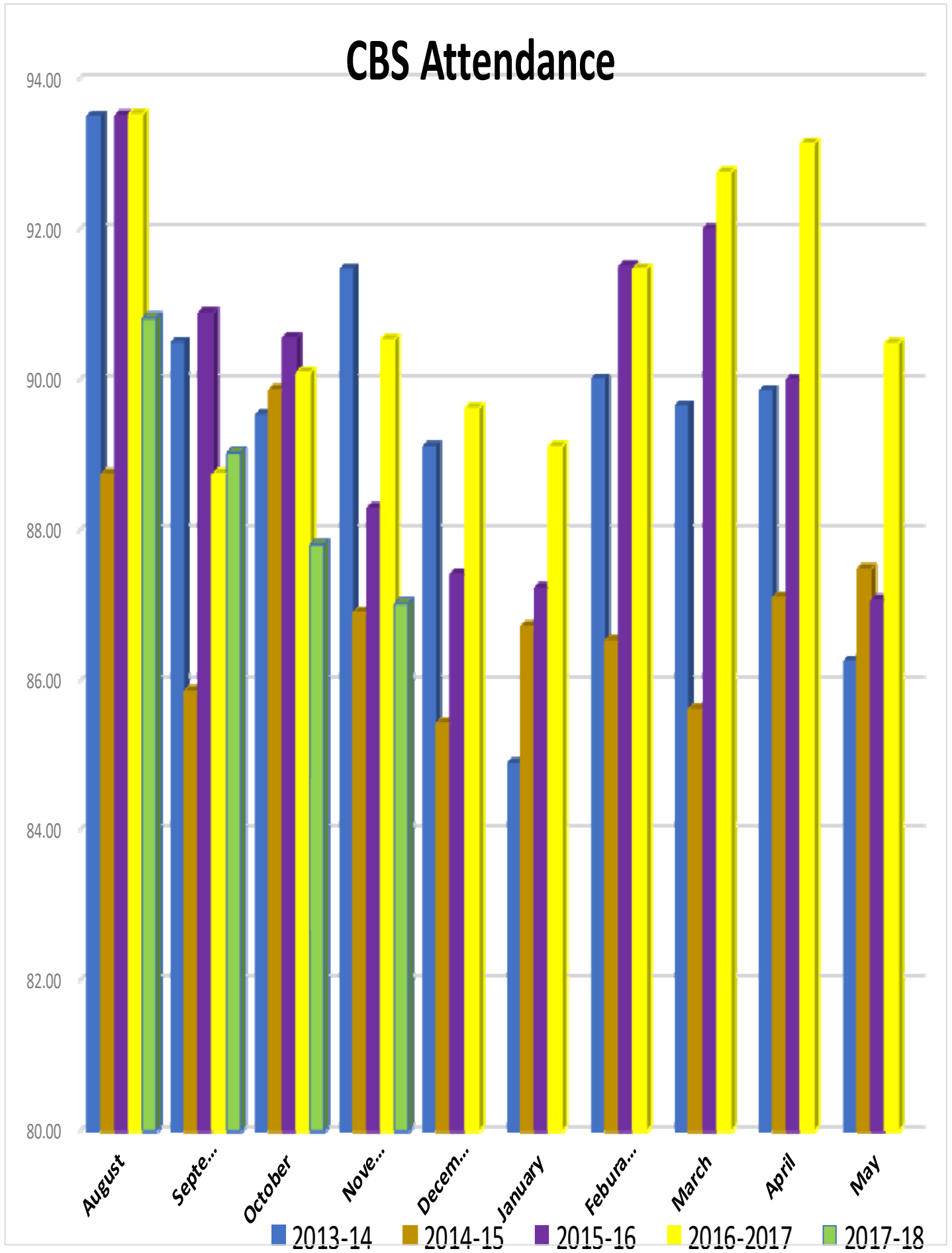
**Circuit Breaker School  
November**

**Absence Report  
2017**

Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	17	3	0	0	3	17.65%
2	9	17	0	0	0	0	0.00%
3	40	17	2	5	0	7	41.18%
4	40	17	3	1	0	4	23.53%
5	44	17	2	0	0	2	11.76%
6	44	17	0	0	0	0	0.00%
7	44	17	0	0	0	0	0.00%
8	44	17	1	0	0	1	5.88%
9	44	17	1	0.5	0	1.5	8.82%
10	44	17	2	1	0	3	17.65%
11	44	17	0	0	0	0	0.00%
12	44	17	1	0	0	1	5.88%
13	44	9	4	0	0	4	44.44%
14	44	17	0	3	0	3	17.65%
15	79	17	0	1	0	1	5.88%
16	82	17	0	0	0	0	0.00%
17	95	17	0	0	0	0	0.00%
18	120	17	1	0	0	1	5.88%
19	120	17	2	0	0	2	11.76%
20	120	17	1	4	4	5	29.41%
21	122	17	1	0	0	1	5.88%
22	122	17	0	1	0	1	5.88%
23	122	17	0	0	0	0	0.00%
24	122	17	0	0	0	0	0.00%
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	4	1	0	5	29.41%
29	122	17	4	1	0	5	29.41%
30	122	17	0	0	0	0	0.00%
31	124	17	2.5	0	0	2.5	14.71%
32	124	17	2	0	0	2	11.76%
33	124	17	1	0	0	1	5.88%
34	125	17	2	0	0	2	11.76%
35	140	17	1	0	0	1	5.88%
36	140	17	0	0	0	0	0.00%
37	140	8	2	0	0	2	25.00%
38	140	17	0	0	0	0	0.00%
39	141	17	1	2	0	3	17.65%
40	141	17	2	0	0	2	11.76%
41	150	17	0	1	0	1	5.88%
42	150	17	0	0	0	0	0.00%
43	150	17	0	0	0	0	0.00%
44	150	17	2	1	0	3	17.65%
45	160	17	0	17	0	17	100.00%
46	160	17	1	1	0	2	11.76%
47	160	17	1	0	0	1	5.88%
48	280	17	0	1	0	1	5.88%
49	280	17	0	17	0	17	100.00%
50	280	17	0	0	0	0	0.00%
51	280	17	11	0	0	11	64.71%
52	289	17	0	1	0	1	5.88%
53	289	17	1	0	0	1	5.88%
54	289	17	0	0	0	0	0.00%
55	289	17	1	0	0	1	5.88%
56	425	17	0	0	0	0	0.00%
57	535	17	1.5	0	0	1.5	8.82%
	Totals	952	64	59.5	4	123.5	12.97%



# CBS Attendance



# Circuit Breaker School November 2017 Behavioral Report

## Referrals by Problem Behavior

Major, Nov 1, 2017 - Nov 28, 2017

