

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

Date: December 3, 2013

Time: 9:05 a.m.

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

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Dr. Kristen School

Roll call indicated

Members in attendance:

1. Mrs. Mary Pat Baima
2. Dr. Jim Carlson
3. Mr. Dan Marena
4. Dr. Kristen School
5. Mr. Matt Wilkinson
6. Mr. Matt Winchester
7. Mr. Wade Winekauf

Members absent:

- 1.

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Christan Schrader, Assistant Director

Reception of Guests and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on November 5, 2013; October 2013 Bank Reconciliation; Bills, November Statement of Position, November Investment Report, and C.B.S. Activity Fund Report, destruction of May 1, 2012 tape-recorded closed session minutes)

Summary of discussion: An additional bill list was shared along with the November Investment Report.

Motion made by: Dr. Carlson

Motion: To approve the open session minutes and the closed session minutes from the board meeting held on November 5, 2013; October 2013 Bank Reconciliation; Bills, November Statement of Position, November Investment Report, C.B.S. Activity Fund Report, and the destruction of May 1, 2012 tape-recorded closed session minutes.

Motion seconded by: Mr. Winchester

Roll Call: "Yeas" – Carlson, Winchester, Baima, Marena, School, Wilkinson and Winekauf
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the 2014-2015 L.E.A.S.E. Cooperative-wide priority special education programmatic needs as indicated on the “Cooperative Status / Needs Assessment Report”.

Summary of discussion: Ms. Chapman shared with the Executive Committee both the plan to address cooperative-wide needs, and the memo to go to all member districts regarding the needs assessment. The first section of the plan contained a list of the programs currently funded with incentive funds. Next month she will bring their recommended funding status back to the Executive Committee for approval as some of the data needed to make those determinations is not yet available. The second section of the plan is a summary of priority needs the Executive Committee might consider for incentive funding for next school year. The third and fourth sections are needs that can be addressed without added funding.

The Comprehensive Needs Assessment Document and the memo to superintendents will be available for distribution December 16th, as data from the December 13th FACTS turnaround is needed to complete the Cooperative-Wide Programs section.

Motion made by: Mr. Marendia

Motion: to approve the four (4) 2014-2015 highest priority needs to be addressed by the local districts via the supplementary use of I.D.E.A. federal grant dollars and/or other available funding; to approve the four (4) identified priority needs to be addressed centrally by L.E.A.S.E. and to approve the nine (9) technical assistance/professional development needs.

Motion seconded by: Dr. Carlson

Roll Call: “Yeas” – Marendia, Carlson, Baima, School, Wilkinson, Winchester and Winekauf
“Nays” – none.

Action: Passed

Agenda item: Accept the resignation of staff:

Summary of discussion: Ms. Chapman shared that Moriah Mott has accepted a position at Ottawa Elementary as principal of McKinley School.

Motion made by: Dr. Carlson

Motion: to accept with regret the resignation of Moriah Mott at the end of her 2013-14 contract

Motion seconded by: Mr. Winchester

Roll call: “Yeas”- Carlson, Winchester, Baima, Marendia, School, Wilkinson and Winekauf
“Nays” – none.

Action: Passed

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

Summary of discussion: Ms. Chapman shared that both of these staff members have been long time employees of L.E.A.S.E.

Motion made by: Mr. Wilkinson

Motion: To adopt the following resolutions:

WHEREAS Mrs. Mary Beth Potthoff has officially indicated her intent to retire at the end of her 2016-2017 contract, therefore be it formally...

RESOLVED to accept with regret Mrs. Potthoff's formal notification of her pending retirement as a formal letter of resignation as of the conclusion of her contractual duties with L.E.A.S.E. on or before June 30, 2017.

WHEREAS Mrs. Mary Beth Snow has officially indicated her intent to retire at the end of the 2016-2017 school year, therefore be it formally...

RESOLVED to accept with regret Mrs. Snow's formal notification of her pending retirement as a formal letter of resignation as of the conclusion of her contractual duties with L.E.A.S.E. on or before June 30, 2017.

Motion seconded by: Mrs. Baima

Roll call: "Yeas"- Wilkinson, Baima, Carlson, Marena, School, Winchester and Winekauf
"Nays" – none.

Action: Passed

Agenda item: Approve on first reading revisions/policies as follows: 3:60 *Administrative Responsibility of the Building Principal*; 4:100 *Insurance Management*; 5:50 *Drug and Alcohol Free Workplace*; 5:90 *Abused and Neglected Child Reporting*; 5:120 *Ethics and Conduct*; 6:20 *School Year Calendar and Day*; 6:60 *Curriculum Content*; 8:30 *Visitors and Conduct on School Property*; and new policy 7:185 *Teen Dating Violence Prohibited*.

Summary of discussion: Ms. Chapman shared the following revisions to these policies:

3:60 *Administrative Responsibility of the Building Principal*; The change to this policy is to allow for the hiring of assistant principals and include them in the evaluation plan

4:100 *Insurance Management*; Additions to this policy include ensuring that the Alliance insurance covers mentors provided to our employees. The PRESS version also included the upgrade in catastrophic insurance coverage for student athletes, however that does not apply to LEASE.

5:50 *Drug and Alcohol Free Workplace*; Changes indicate that the use of medical cannabis is prohibited.

5:90 *Abused and Neglected Child Reporting*; Changes include – new employees must sign the mandated reporter status form before beginning employment, the provision of mandated reporter training, and Erin's Law training. Also indicates that if any employee discovers child pornography on any Alliance equipment, they must report it to the authorities. Finally, reporting to the State Superintendent and Regional Superintendent if there is reasonable cause to believe an employee was terminated or resigned as a result of an act that made a child an abused or neglected child.

5:120 *Ethics and Conduct*; Adds a reference to The Code of Conduct for Illinois Educators to the policy, and adds a statement regarding outside employment and conflict of interest.

6:20 *School Year Calendar and Day*; Adds a moment of silence during any type of event held at a school on Veteran's Day.

6:60 *Curriculum Content*; Adds a 60 minute opportunity to read for students K-3 with reading levels one grade level or more below their current grade; age-appropriate Internet safety; stress on health education; Career/vocational education; Consumers in graded 9-12; Conservation of natural resources; U.S. History and all schools shall hold an educational program on the United States Constitution on September 17th; Congressional Medal of Honor Film; Holocaust; history, struggles and contributions of women; Black History; Disability history, awareness and rights; and if the

school has an agricultural program, the curriculum must include courses as required by the school code.

8:30 *Visitors and Conduct on School Property*; prohibits medical cannabis and adds a specific provision for weapons if permitted by State Law.

and new policy 7:185 *Teen Dating Violence Prohibited*. This is recommended by PRESS and the only change we made was to indicate Director instead of Superintendent.

Motion made by: Mr. Marena

Motion: *To approve on first reading revisions as follows: 3:60 Administrative Responsibility of the Building Principal; 4:100 Insurance Management; 5:50 Drug and Alcohol Free Workplace; 5:90 Abused and Neglected Child Reporting; 5:120 Ethics and Conduct; 6:20 School Year Calendar and Day; 6:60 Curriculum Content; 8:30 Visitors and Conduct on School Property; and new policy 7:185 Teen Dating Violence Prohibited.*

Motion seconded by: Dr. Carlson

Roll Call: "Yeas" - Marena, Carlson, School, Wilkinson, Winchester and Winekauf
"Nays" - none.

"Abstain" - Baima

Action: Passed

Agenda item: Approve a revised job description for the Executive Director (Procedure 3:40 AP1)

Summary of discussion: Ms. Chapman shared that basically, she updated the job description to match the standards for director of special education in the Illinois Administrative Code. The standards have both knowledge indicators and performance indicators. She included only the performance indicators as part of the policy.

Motion made by: Mr. Wilkinson

Motion: to approve a revised job description of the Executive Director

Motion seconded by: Mr. Winekauf

Roll call: "Yeas" - Wilkinson, Winekauf, Baima, Carlson, Marena, School, and Winchester.
"Nays" - none.

Action: Passed

Agenda item: Approve a revised evaluation tool for the Executive Director

Summary of discussion: Ms. Chapman shared that this evaluation tool is directly related to the job description. The format is similar to the current evaluation tool. The questions are more general than the current evaluation. The Committee suggested some additional revisions.

Motion made by: Mr. Wilkinson

Motion: to table approval of the evaluation tool for the Executive Director pending further revisions.

Motion seconded by: Mr. Winchester

Voice vote: "Yeas" - all

"Nays" - none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: December 3, 2013
Time: 10:09 a.m.
Location: L.E.A.S.E. Office, Ottawa, Illinois

A motion was made by Mr. Winekauf
And seconded by Mrs. Baima
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 and

The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Alliance or any intergovernmental risk management association or self insurance pool of which the Alliance is a member.

Closed Meeting Roll Call: “Yeas” – Winekauf, Baima, Carlson, Marena, School, Wilkinson and Winchester
“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:30 a.m.

Motion to Return to Open Meeting

A motion was made by Dr. Carlson
And seconded by Mr. Winchester
To return to open meeting

Roll Call: “Yeas – Carlson, Winchester, Baima, Marena, School, Wilkinson and Winekauf
“Nays” – none.

Action: Passed

Anticipated Action after Closed Session

Summary of discussion: As discussed in closed session.

Motion made by: Mr. Wilkinson

Motion: to adopt the following resolutions:

WHEREAS: There exists a classroom aide opening at Circuit Breaker School for the remainder of the 2013-2014 school year and ...

WHEREAS an applicant has been found that meets the requirements of the position, therefore be it ...

RESOLVED to employ Lindsay Waldron (\$21,134) to fill the vacancy for the remainder of the 2013-2014 school year, at a prorated rate based on her first day of work and the aforementioned annual salary.

- WHEREAS: There exists an opening for a ten month Administrative Assistant at L.E.A.S.E. for the remainder of the 2013-2014 school year and ...
- WHEREAS an applicant has been found that meets the requirements of the position, therefore be it . . .
- RESOLVED to employ Tracy Wahlgren (\$27,543) to fill the vacancy for the remainder of the 2013-2014 school year, at a prorated rate based on her first day of work and the aforementioned annual salary.
- WHEREAS: There exists an opening for a twelve month bookkeeper at L.E.A.S.E. for the remainder of the 2013-2014 school year and ...
- WHEREAS an applicant has been found that meets the requirements of the position, therefore be it . . .
- RESOLVED to employ Christina Geheber (\$37,453) to fill the vacancy for the remainder of the 2013-2014 school year, at a prorated rate based on her first day of work and the aforementioned annual salary.

Motion seconded by: Mr. Winekauf

Roll Call: "Yeas" – Wilkinson, Winekauf, Baima, Carlson, Marena, School and Winchester
"Nays" – none.

Action: Passed

Information Items

C.B.S. monthly report

Principal Bruner's report was previously shared with the Board members. Mrs. Schrader reported that the staff continue to review the past behavior data. They are looking at interventions, professional development needs and preventing future behaviors. Mrs. Schrader also shared that Todd Williams from ISBE presented a great training on transition planning for L.E.A.S.E. Coordinators.

Report on updated/new procedures as follows:

5:120 AP2 *Employee Conduct Standards*; Addresses policy changes for medical cannabis, the possession of fire arms, reporting hazing, and attending training.

5:120 E1 *Code of Ethics for Illinois Educators*; as referenced in the policy, adds the Illinois Educator Code of Ethics as an exhibit

6:60 AP2 *Comprehensive Health Education Program*; Adds requirements to teach both abstinence and contraceptives, sexual abuse and assault awareness and prevention, and safety education.

7:185E *Memo to Parents/Guardians Regarding Teen Dating Violence*; added exhibit for parents informing them of the signs of dating violence.

7:190 AP1 Student Handbook – Hazing Prohibited; New procedure defining hazing and the consequences for students that engage in hazing.

7:280 AP1 *Managing Students with Communicable or Infectious Diseases*; Revisions to the guidance documents referenced in the procedure.

Report on ballot tabulation for recommended changes to the L.E.A.S.E. Constitution

Ms. Chapman shared that as of December 2, we have received 25/27 ballots all voting in favor of the changes to the constitution.

R.I.F. Joint Committee Annual Review

The L.E.A.S.E. Reduction in Force Joint Committee met on November 18, 2013 to review the Reduction in Force agreement that was finalized January 26, 2012. All members of the committee agreed that no changes were needed at this time, so the current agreement will remain in effect for another school year. The Committee has two new members, Christian Schrader and Courtney Balestri.

Centralized Hiring by L.E.A.S.E.

Ms. Chapman previously shared a proposed memo to be sent to all superintendents so that she can gather the necessary information to make employment recommendations in the spring for speech/language pathologists employed by L.E.A.S.E. for districts.

Health/Life Safety Compliance Visitation

Ms. Chapman shared a copy of the Health/Life Safety compliance visitation report. She was pleased with the favorable report, and has commended David Ricci for his efforts.

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

The PARCC Accessibility Features and Accommodations Manual has recently been updated.

Shortly after our last meeting ISBE released the Common Core Essential Elements for both ELA and Math. The essential elements are Illinois K-12 alternate achievement standards for students with significant disabilities.

The LEASE Energy Efficiency Grant application was submitted to ISBE on November 25th.

If you have not already done so, please make sure to return the evaluation feedback forms to the LEASE office. Your input is very important as part of the evaluation process for individuals as well as the overall improvement process for the cooperative.

Approval of Motion to Adjourn

Motion to adjourn made by Dr. Carlson

Motion seconded by: Mrs. Baima

Action: Passed

Time of adjournment: 10: 45 a.m.

Post Meeting Action

Date minutes approved: January 14, 2014

Date minutes were available for public inspection: January 14, 2014

Date minutes were posted on Alliance website: January 14, 2014

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/November

Date: November 22, 2013

We ended the month with 36 students. We had 2 students enter and 1 student drop this month. Four students had temporary placements elsewhere.

This month Circuit Breaker had its first Parents Night. The event was hosted Thursday, November 7th from 4:30 to 7 pm. We had 58 visitors representing 21 families or 68% of our population. Besides all of the certified staff, 5 support staff members volunteered their time to help with the evening's activities. In addition to building and classroom tours, there was a scavenger hunt, slide show, raffle and "treats" available for families. The students were extremely proud to show off their parents and their school.

November 8th was a half day in-service day for professional staff to continue school-wide behavioral system planning. Staff were able to create and implement another level of our system- classroom managed vs. out of classroom behaviors. Our next available PD time will be used for decision making regarding the use of Learning and Time Out.

CBS continues to compile all behavioral data for the past three years to assist with tracking trends in where, when, why and with whom behaviors tend to occur. Data collected so far has given us indications as to what needs to be tweaked before we begin using a school-wide data system in the spring.

The last celebrations I would like to share are the names of the Flicker Staff Award recipients: Allison Staab, Denise Eltrovoog, Tom Edwards, Shannon Stephenson, & Anne Kowal. The Golden Sequoia was presented to Miss Staab's Class, Mrs. Ficek's Class, Mrs. Thorson's Class, and this week the CBS Student Body for 92% attendance in the month of November.

CBS Monthly Statistic Report for November 2013

- | | |
|---|----|
| 1. New students enrolled for the first time this month: | 4 |
| 2. Total of all students who were on CBS rolls at anytime this month: | 38 |
| 3. Number of students on rolls at end of month: | 36 |
| 4. Number of boys on rolls at end of month: | 31 |
| 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	Milton Pope Elem. #210	11.13.13
Boy	Ottawa H.S. #140	11.18.13
Boy	Ottawa H.S. #140	11.19.13
Girl	Streator H.S. #40	11.25.13

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>
Girl	Ottawa H.S. #140	10-21-13

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	Ottawa H.S. #140	11.15.13
Girl	Streator H.S. #40	11-21-13

Attendance Summary:

Total Days Excused & Unexcused		Alternative Educational Placements		Total Days Absent		Total Days Present		Percent of Absenteeism
100.5	-	49	=	51.5	/	604	=	8.53%

Circuit Breaker School			Absence Report				
November			2013				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	17	0	0	0	0	0.00%
2	9	17	0	0	0	0	0.00%
3	40	14	0	0	14	0	0.00%
4	44	2	0	0	2	0	0.00%
5	44	17	0	0	0	0	0.00%
6	120	17	0	0	0	0	0.00%
7	120	17	2.5	0	0	2.5	14.71%
8	120	17	0	0	0	0	0.00%
9	120	17	10	0	0	10	58.82%
10	120	17	1	0	0	1	5.88%
11	122	17	4	1	0	5	29.41%
12	122	17	1.5	2.5	0	4	23.53%
13	122	17	0	0	0	0	0.00%
14	122	17	2	1	0	3	17.65%
15	124	17	0	0	0	0	0.00%
16	124	17	1	0	0	1	5.88%
17	124	17	0	0	0	0	0.00%
18	124	17	1	0	0	1	5.88%
19	125	17	1	1	0	2	11.76%
20	140	17	0	0	0	0	0.00%
21	140	17	1	0	0	1	5.88%
22	140	10	0	8	0	8	80.00%
23	140	17	0	1	0	1	5.88%
24	140	17	2	0	0	2	11.76%
25	140	17	1	0	0	1	5.88%
26	140	17	0	0	11	0	0.00%
27	140	7	1	0	0	1	14.29%
28	140	17	0	0	17	0	0.00%
29	141	17	1	0	0	1	5.88%
30	150	17	0	0	0	0	0.00%
31	195	17	0	0	0	0	0.00%
32	210	10	0	2	0	2	20.00%
33	280	17	0	3	0	3	17.65%
34	280	17	0	0	5	0	0.00%
35	280	17	1	1	0	2	11.76%
36	289	17	0	0	0	0	0.00%
37	289	17	0	0	0	0	0.00%
38	289	17	0	0	0	0	0.00%
	Totals	604	31	20.5	49	51.5	8.53%

STATUS OF BEHAVIORAL INCIDENT REPORTS

November 2013

	<u>Bodett</u>	<u>Ficek</u>	<u>Hohmann</u>	<u>Staab</u>	<u>Thorson</u>	<u>Total</u>
<u>Physical Restraint</u>				1		1
To the Floor						
Not to the Floor				1		
Time Out	1	3		5	11	20
Injury/Medical						0
Damages						0
Left Classroom				1		1
Left Building						0
Learning	2	4	6	12	18	42
Other	1	3	4	2	1	11
Refused to Work				1	3	
Hands on Escort						
Suspicion of Drug Use						
Coping Skills						
Punching doors & Walls			1		1	
AWOL out of classroom	1	2	3	1	1	
Not wanting to be in Classroom		1			1	
Police Report				1		
Brought Cigarettes			1			
Impulsive Actions						
Removed from room						
Angry Outburst -						
Refused to give up bag				1		
Inappropriate lang./major	1	2	2			
Danger to self		2		4	4	
Disruptive	1		2	9	11	
Physical Aggression towards another student	1	3	1			
Inappropriate lang./minor				2		