

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: December 6, 2016

Time: 9:10 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: Mr. Cleve Threadgill

Roll call indicated

Members in attendance:

1. Mr. Brian DeBernardi
2. Mr. Ryan Linnig
3. Dr. Sandy 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 and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open Session Minutes from the Board meeting held on November 1, 2016; October 2016 Bank Reconciliation; Bills, October Financial Report, and C.B.S. Activity Fund Report, destruction of the April 14, 2015, May 5, 2015 and the June 2, 2015 tape-recorded closed session minutes)

Summary of discussion: An additional bill list was shared.

Motion made by: Mr. Wrobleski

Motion: To approve the open session minutes from the board meeting held on November 1, 2016; October 2016 Bank Reconciliation; Bills, October Financial Report, and C.B.S. Activity Fund Report, destruction of the April 14, 2015, May 5, 2015 and the June 2, 2015 tape-recorded closed session

Motion seconded by: Mr. DeBernardi

Roll Call: "Yeas" – Wrobleski, DeBernardi, Linnig, Malahy, Sanders, Seaton and Threadgill.
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the 2017-2018 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 contains a list of the programs currently funded with incentive funds. Next month a recommendation regarding future funding status will be brought 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 soon as data from the December FACTS turnaround is needed to complete the Cooperative-Wide Programs section.

Motion made by: Mr. Linnig

Motion: :to approve the four (4) 2017-2018 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 two (2) identified priority needs to be addressed centrally by L.E.A.S.E. and to approve the five (5) technical assistance/professional development needs.

Motion seconded by: Mr. Sanders

Voice Vote: “Yeas” – all

“Nays” – none.

Action: Passed

Agenda item: Approve on second reading updated/new policies:

Approve on second reading updated/new policies as follows: 2:200 *Types of Meetings*; This policy has two additions under closed meetings, one regarding the Local Government Wage Increase Transparency Act, and the 2:200 *Board Meeting Procedures*; Adds that a Board member can request a record of how he or she voted to be added to the minutes, and adds that Board members may access closed session minutes or verbatim recordings in the administrative office whether they have been released to the public or not. 4:40 *Purchases and Contracts*; The policy was updated to add updated references to the school code. The first indicating that food contract bidders cannot have a provision that prohibits the donation of food to food banks etc. The second addition is to ensure that the paper products we purchase are made from at least 50% recycled products with the only exception being printing contracts. 5:30 *Hiring Process and Criteria*; Reference change 5:60 *Expenses*, Updated to reflect the Local Government Travel Expense Control Act 5:125 *Personal Technology and Social Media Usage and Conduct*; updates the definition of social media and adds a cross reference to the staff development program 5:190 *Professional Staff Qualifications Duties*; Removes reference to Highly Qualified and changes certified to licensed 5:250 *Leaves of Absence, Sick Days, Personal Days, Vacation and Holidays*; Adds language for Child Bereavement Leave under FMLA 5:260 *Student Teachers*; Adds language that would disqualify a student teacher for placement and updates fingerprinting language 7:310 *Restrictions on Publications-Elementary Schools*; Name change only

7:315 *Restrictions on Publications – High Schools* New policy in response to the Speech Rights of Student Journalists Act.

Motion made by: Mr. Linnig

Motion: to approve on second reading updated/new policies 2:200 *Types of Meetings*; 2:220 *Board Meeting Procedures*; 4:60 *Purchases and Contracts*; 5:30 *Hiring Process and Criteria*; 5:60 *Expenses*, 5:125 *Personal Technology and Social Media Usage and Conduct*; 5:190 *Professional Staff Qualifications Duties*; 5:250 *Leaves of Absence, Sick Days, Personal Days, Vacation and Holidays*; 5:260 *Student Teachers*; 7:310 *Restrictions on Publications-Elementary Schools*; 7:315 *Restrictions on Publications – High Schools*

Motion seconded by: Dr. Malahy

Voice Vote: “Yeas” - all
“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

Principal Bruner’s report was previously shared with the Board members. Mr. Winchester shared C.B.S. enrollment is at 54 students with 4 intake staffings scheduled leaving 1 student on the waiting list. Twenty-seven parent-teacher conferences were held. The High School students participated in an outing to HyVee to use skills learned in Math. Students raked leaves and earned over \$200 for the PBIS fund. The project may be extended to include snow shoveling. The Wellness Committee reviewed the current policy. A wellness day for students will be held in the Spring. 68% of the CBS staff participated in the wellness screening offered at LEASE.

RIF Joint Committee Annual Review;

The L.E.A.S.E. Reduction in Force Joint Committee met on November 18, 2016 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.

Report on updated/new procedures as follows: Ms. Chapman shared that these procedures and exhibits were updated to match the changes to policy.

Exhibit Motion to Adjourn to Closed Meeting 2:220 E2 Adds language that prohibits closed meetings to increase compensation for someone that falls under the Gov. Wage Transparency Act; Exhibit Open Meeting Minutes 2:220 E4 Adds expenses to the open meeting consent agenda; Exhibit Access to Closed Meeting Minutes and Verbatim Records 2:220 E7 This is new; Exhibit School Board Records Maintenance Requirements and FAQs 2:220 E8 This is new; Administrative Procedure Investigations 5:30 AP2 adds new fingerprint based criminal information check language and updates to background checks for student teachers; Exhibit Workshop Request Form 5:60 E1; Exhibit Staff Expense Reimbursement Form 5:60 E2; Administrative Procedure School Visitation Leave 5:250 AP3; Administrative Procedure Guidelines for Student Distribution on Non-School Sponsored Publications 7:310 AP;

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

The memo in your packet will go out to all superintendents to help gather the necessary information to make employment recommendations in the spring for speech/language pathologists employed by L.E.A.S.E. for districts.

Finance Committee Updates

The finance committee met on November 20th and discussed Circuit Breaker School financials. Incentive funding will be discussed at their next meeting in January.

L.E.A.S.E., Medicaid, I.S.B.E., legal, legislative initiatives (verbal report);

- We will once again obtain the required REV lookup data for districts to submit administrative outreach claims beginning with the January-March 2017 quarter.
- We still have four districts that have not approved the CBS Life safety survey.
- You should have received December Child Count information yesterday, that's the last piece of information necessary to complete the excess cost worksheets. Completed worksheets should be sent to Mary Beth by January 20th.
- Legal updates from the November IAASE Board meeting were shared.
- ISBE Special Ed Data Profiles will be available to districts through IWAS thru December 14. They will then be on the School Report Card site.
- Information was shared on Safe and Supportive Schools Cohort upcoming trainings to support students dealing with trauma.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Sanders

Motion seconded by: Mr. Linnig

Action: Passed

Time of adjournment: 9:50 a.m.

Post Meeting Action

Date minutes approved: January 10, 2017

Date minutes were available for public inspection: January 10, 2017

Date minutes were posted on Alliance website: January 10, 2017

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 30, 2016

CBS conducted two successful evenings of parent teacher conferences. 27 conferences were held with 53% overall attendance. The leadership team will consider making one of the nights an orientation/ informational night for parents in the future.

The HS participated in a community outing to HyVee to use skills learned in their math and transition class. Skills practiced included price comparison, nutrition information seeking, and understanding costs with tax.

The PBIS committee hosted a community service project for eligible students. Several students raked for Peru residents earning over \$200 for the PBIS fund! As the project was hugely successful, the project will be extended to include snow removal during the winter months.

The CBS Wellness Committee met to review current policy. The committee will host a wellness day for the student body in spring of 2017. Members are seeking potential sponsors, speakers, and wellness activities.

17 members of the CBS staff (68%) participated in the wellness screening offered at the LEASE office. This is a significantly increased number of staff members compared to past years.

Currently CBS has 4 intake staffings scheduled for new students to begin in January. One student will be left on the waiting list.

CBS Monthly Statistic Report for November 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: **56**
3. Number of students on rolls at end of month: **54**
4. Number of boys on rolls at end of month: **46**
5. Number of girls on rolls at end of month: **8**
6. List all students who entered the CBS program this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
Girl	Mendota Elem. #289	11/1/16
Boy	Mendota H.S. #280	11/7/16
Boy	Marseilles Elem. #150	11/28/16

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>
Boy	Peru Elem. #124	11/11/16

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	Earlville Comm. Unit #9	11/1/16
Boy	Mendota Elem. #289	11/4/16
Boy	Ottawa H.S. #140	11/8/16
Boy	Waltham Elem. #185	11/17/16

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>
Boy	Ottawa H.S. #140	11/7/16
Boy	LP H.S. #120	11/10/16

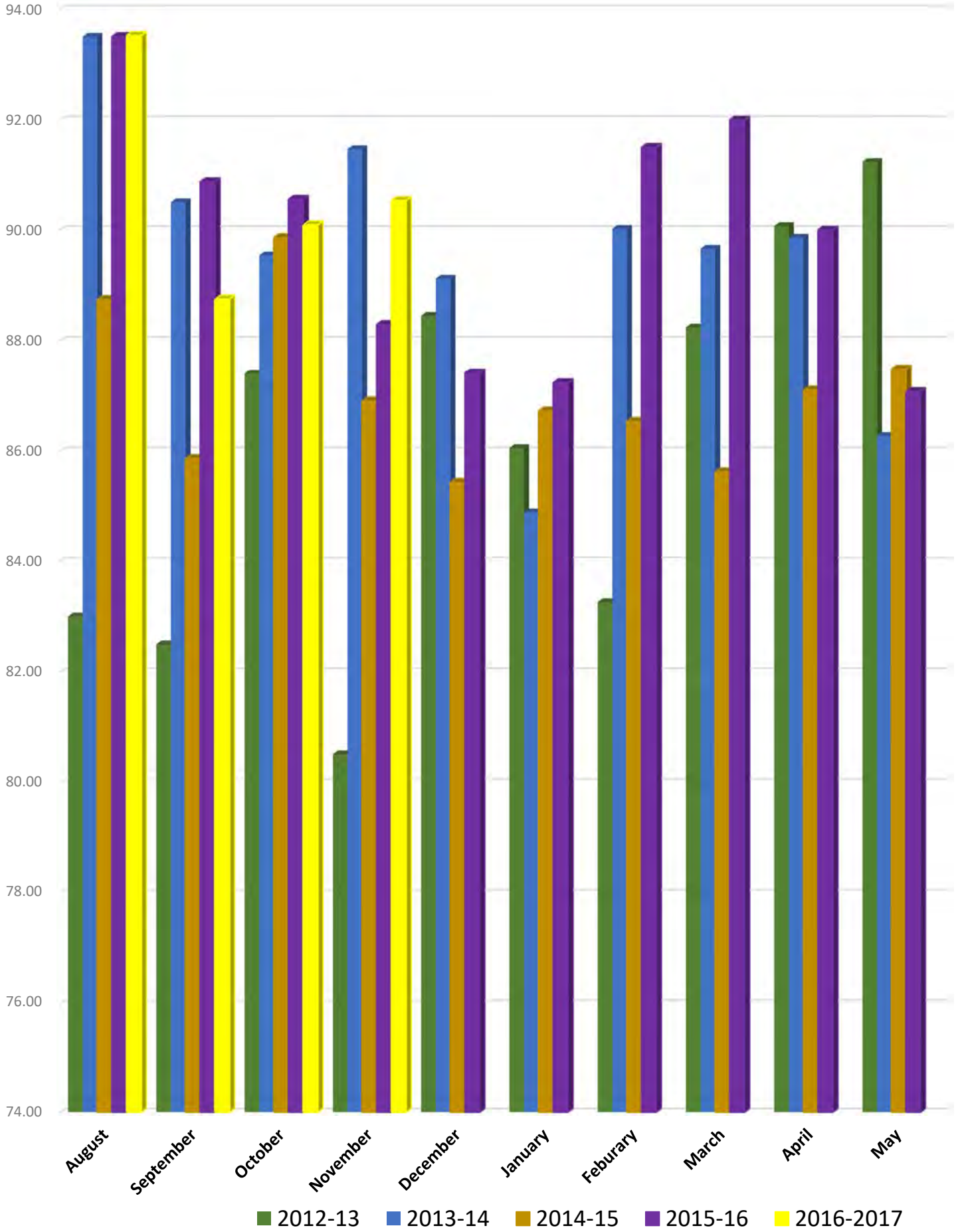
Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
124.5	- 37	= 87.5	/ 924	= 9.47%

Circuit Breaker School			Absence Report				
November			2016				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	17	0	0	0	0	0.00%
2	2	17	0	0.5	0	0.5	2.94%
3	5	17	1	1	0	2	11.76%
4	9	17	0	0	14	0	0.00%
5	9	17	0	0	0	0	0.00%
6	9	17	0	0	0	0	0.00%
7	44	17	0	1	0	1	5.88%
8	44	17	0	0	0	0	0.00%
9	44	17	0	0	0	0	0.00%
10	44	17	1	1	0	2	11.76%
11	44	17	1	0	0	1	5.88%
12	44	17	2	0	0	2	11.76%
13	44	17	4	0	0	4	23.53%
14	44	17	0	4	0	4	23.53%
15	44	17	1	0	0	1	5.88%
16	44	17	1	4	0	5	29.41%
17	82	17	0	0	0	0	0.00%
18	95	17	0.5	0	0	0.5	2.94%
19	120	10	2.5	0.5	0	3	30.00%
20	120	17	0	0.5	0	0.5	2.94%
21	120	17	0	0	0	0	0.00%
22	122	17	0	0	0	0	0.00%
23	122	17	2	0	4	2	11.76%
24	122	17	1	0	0	1	5.88%
25	122	17	1	0	0	1	5.88%
26	122	17	2	0	0	2	11.76%
27	122	17	0	0	0	0	0.00%
28	122	17	1	0	0	1	5.88%
29	122	17	0	0	0	0	0.00%
30	124	9	0	0	0	0	0.00%
31	124	17	0	0	0	0	0.00%
32	124	17	0	2	0	2	11.76%
33	124	17	3	0	0	3	17.65%
34	124	17	1.5	0	0	1.5	8.82%
35	125	17	0	0	0	0	0.00%
36	140	17	1	2	0	3	17.65%
37	140	17	0	0	12	0	0.00%
38	140	17	0.5	0	0	0.5	2.94%
39	140	17	0	1	0	1	5.88%
40	140	5	0	5	0	5	100.00%
41	141	17	1	0	0	1	5.88%
42	141	17	4	0	0	4	23.53%
43	150	3	0	0	0	0	0.00%
44	150	17	5	0	0	5	29.41%
45	150	17	1	0	0	1	5.88%

46	150	17	0	1	0	1	5.88%
47	185	17	1	0	2	1	5.88%
48	280	17	2	0	0	2	11.76%
49	280	13	0.5	4	0	4.5	34.62%
50	280	17	0	7	0	7	41.18%
51	289	17	1	0	0	1	5.88%
52	289	17	1.5	0	5	1.5	8.82%
53	289	17	1	2	0	3	17.65%
54	289	17	0	0	0	0	0.00%
55	289	17	3	0	0	3	17.65%
56	425	17	0	0	0	0	0.00%
57	425	17	2	1	0	3	17.65%
	Totals	924	50	37.5	37	87.5	9.47%

CBS Attendance



Circuit Breaker School November 2016 Behavioral Report

