

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

Date: December 5, 2017

Time: 9:05a.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: Mr. Steve Wrobleski

Roll call indicated

Members in attendance:

1. Mr. Brian DeBernardi
2. Dr. Sandy Malahy
3. Mr. Ted Sanders
5. Dr. Kristen School
6. Mr. Cleve Threadgill
7. Mr. Steve Wrobleski

Members absent:

1. Mr. Matt Seaton

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open Session and Closed Session Minutes from the Board meeting held on November 7, 2017; September and October 2017 Bank Reconciliations; Bills, September and October Financial Report, and C.B.S. Activity Fund Report, destruction of the April 5, 2016 and May 2, 2016 tape-recorded closed session minutes)

Summary of discussion: An additional bill list was shared.

Motion made by: Mr. Threadgill

Motion: To approve the open and closed session minutes from the board meeting held on November 7, 2017; September and October 2017 Bank Reconciliation; Bills; September and October Financial Report, and C.B.S. Activity Fund Report, and the destruction of the April 5, 2016, May 2, 2016 tape-recorded closed session.

Motion seconded by: Mr. DeBernardi

Roll Call: "Yeas" – Threadgill, DeBernardi, Wrobleski, School, Malahy, Sanders, 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 Mary Jane 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 section contains a description of needs that can be addressed without added funding.

The Comprehensive Needs Assessment Document and the memo to superintendents will be distributed toward the end of the week as data from the December FACTS turnaround is needed to complete the Cooperative-Wide Programs section.

Motion made by: Mr. Threadgill

Motion: to 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.

Motion seconded by: Dr. School

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

Action: Passed

Agenda item: First reading of updated/new policies.

The board members were presented the first reading of updated/new policies as follows: 2:260 *Uniform Grievance Procedure*; 4:15 *Identity Protection*; 4:170 *Safety*; 5:20 *Workplace Harassment Prohibited*; 5:90 *Abused and Neglected Child Reporting*; 5:100 *Staff Development Program*; 5:200 *Terms and Conditions of Employment and Dismissal*; 5:240 *Suspension*; 5:290 *Employment Termination and Suspensions*; 6:50 *School Wellness*; 6:60 *Curriculum Content*; 6:150 *Home and Hospital Instruction*; 7:20 *Harassment of Students Prohibited*; 7:70 *Attendance and Truancy* and 7:260 *Exemption from Physical Education*.

A motion will be made at the January 2018 to accept these new changes.

Information Items

C.B.S. monthly report;

Principal Jayme Salazar reported that the Thanksgiving dinner was served to the students at C.B.S. again this year. Mary Jane was in attendance at the dinner and commented on how well this event went and that Jayme plans to have a C.B.S. Christmas lunch. Ms. Chapman also noted that the K-4 classrooms will have to be split further due to the number of students in these grades.

Ms. Chapman shared some highlights of C.B.S. include the flexible use of junior high/ high school staff to serve students 7-12. Ms. Chapman complimented the C.B.S. teachers and support staff and acknowledged that all are “stellar”, and noted that there has been a dramatic reduction in the number of office referrals. Finally, Mary Jane shared the success of the Leadership Committee. The committee works as a core team and has united the teachers and staff. All improvement activities and school wide data review is completed by the leadership team.

RIF Joint Committee Annual Review;

The L.E.A.S.E. Reduction in Force Joint Committee met on November 17, 2017 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.

Preliminary Health Life Safety review and response;

Ms. Chapman included the preliminary life safety review letter received from the ROE, along with her response in the packet. Items that need to be addressed include:

- 1.) One set of doors were without fire closers
- 2.) Two stairwells were without smoke detectors
- 3.) One teacher’s room was without a smoke detector

Mary Jane has received a quote from our alarm monitoring company, CES, for the smoke detectors and door holders. CES quoted both with them pulling the wires and a quote with our staff pulling out the wires. If we pull the wires (which we have done in the past), it will cost about \$1700 to complete all of the work.

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

Ms. Chapman shared that the memo in the 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.

Cooperative Wide Committee Recommendations;

Ms. Chapman shared that a copy of the committee’s proposal was sent out as part of the board packet, while a copy of the results from an internal survey (given to all staff that are covered under L.E.A.S.E. insurance) was put in each board member’s blue folder. All board members were very appreciative for the time effort the committee members put into creating this proposal.

The board members discussed different insurance options. Discussion included the possibilities of determining a defined contribution and letting employees have different coverage plan options, give incentives for staff opting for HSA rather than a PPO package, revisit the \$1500 deductible for individual HSA carriers (\$4,500 for family) and giving a defined contribution at current costs and staff pays the difference of premium costs moving forward.

The board decided that the next step would be to determine if the proposed increases are enough to satisfy the overall cost-cutting goal. The board will move forward and call a meeting specifically to discuss this issue. Ms. Chapman asked if a decision could be made by the April board meeting in

order to have ample time to get any new information together and in place. The board members agreed and a decision will be made by the end of the April 2018 meeting.

Mary Jane also informed the board that the committee members had concerns on the hiring schedule, as many new employees are starting at a higher wage than staff who has been employed at L.E.A.S.E. for a number of years. The committee asks that the schedule be adjusted to maintain a more fair system in salaries and rewarding the employee who has been employed at L.E.A.S.E. for a period of time. The Executive Committee will discuss this issue further.

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

- L.E.A.S.E. will once again obtain the required REV look-up data for districts to submit administrative outreach claims beginning with the January-March 2018 quarter.
- Superintendents should receive December Child Count information tomorrow. That's the last piece of information necessary to complete the excess cost worksheets. Completed worksheets should be sent to Colleen by January 20th.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. DeBernardi

Motion seconded by: Mr. Sanders

Action: Passed

Time of adjournment: 10:17 a.m.

Post Meeting Action

Date minutes approved: Jan. 9, 2018

Date minutes were available for public inspection: Jan. 9, 2018

Date minutes were posted on Alliance website: Jan. 9, 2018

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LaSalle /Putnam County Educational Alliance for Special Education

Jayne Salazar, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

Telephone 815-220-0740
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To: Mary Jane Chapman, Director

From: Jayme Salazar, Principal

Re: End of Month Report/November

Date: November 30, 2017

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:

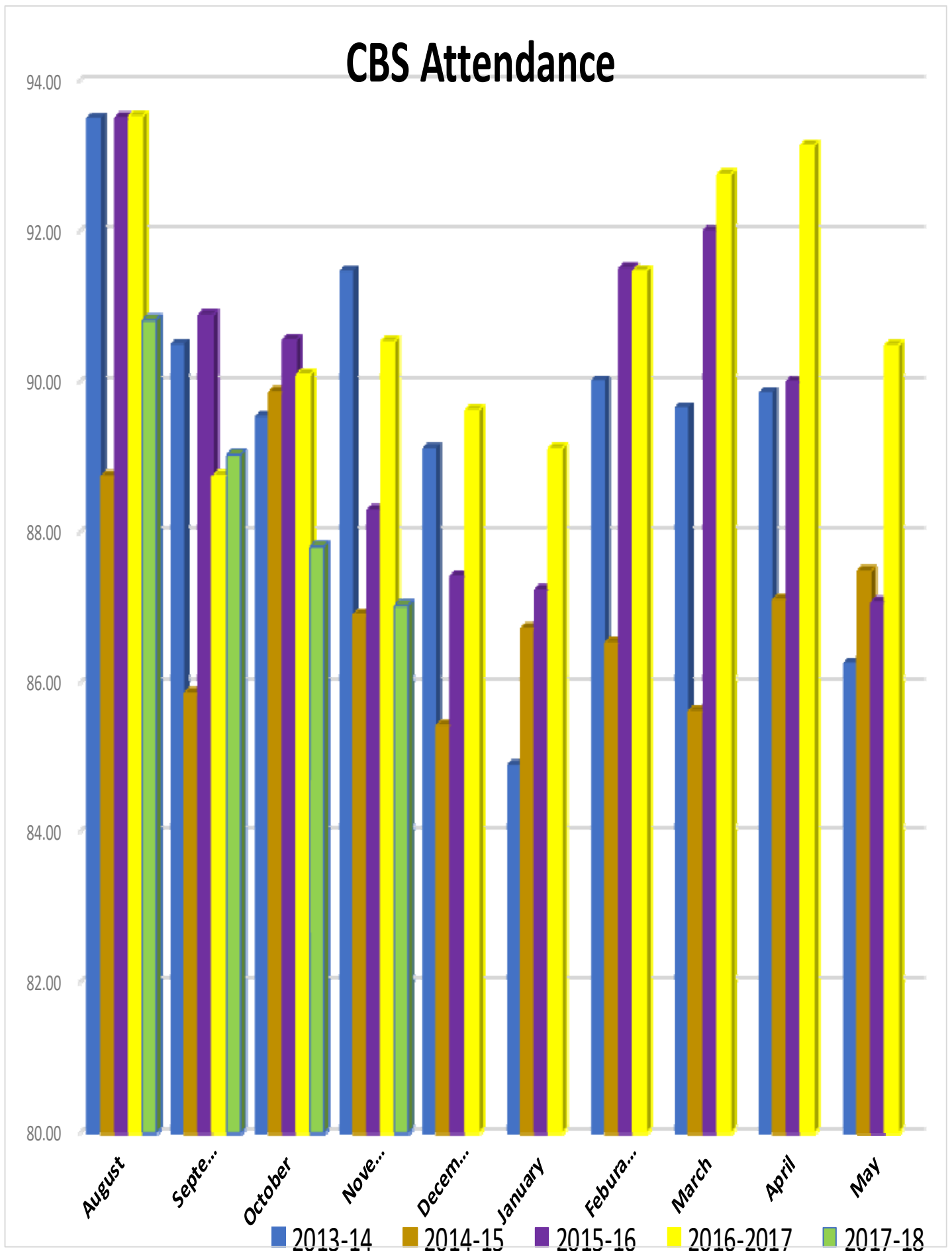
Total Days Excused & Unexcused	-	Alternative Educational Placements	=	Total Days Absent	/	Total Days Present	=	Percent of Absenteeism
127.5		4		123.5		952		12.97%

**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

