

**LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION**  
**1009 Boyce Memorial Drive Ottawa, IL 61350**  
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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 20<sup>th</sup>.

**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

## **VI.1**

### ***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: December 20, 2017**

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**Leadership Committee-** The leadership committee was provided training from Janelle Gustafson, LEASE Coordinator, on individual work systems and structured teaching. The leadership committee has expressed a need for a web-based gradebook system for more efficient and accurate data collection. Additionally, discussions continued regarding logistical changes for 2<sup>nd</sup> semester which include individual academic interventions to be provided in classrooms instead of being pulled out of class and dismissal of students will exit thru door #5 instead of door #1.

**Christmas Store-** The annual CBS Christmas store was successful. LEASE staff donated household items to be purchased by students with PBIS tickets/bucks. There were a variety of items that were sold at 20 and 40 tickets/bucks. Students were able to purchase multiple gifts for family members and gift wrap each item. This annual tradition allows for students to apply their social skills while practicing empathy and thinking about others through acts of kindness.

**Holiday Celebration-** Students were provided hot chocolate and candy canes the afternoon of December 21<sup>st</sup>. The schoolwide PBIS celebration included watching Christmas themed movies in the classroom. Additionally, all CBS staff were served a catered lunch provided by the Salazar family.

**PBIS/SWIS Data-** As of December 20, 2017 SWIS data indicates CBS Office Discipline Referrals (ODRs) for major behaviors totaled 157. This is an increase of overall school behavior compared to the month of December the previous two school years. However, it should be noted that the number of ODRs acquired in December are comparable to the overall total of ODRs acquired September 2017 thru November 2017. This indicates to staff that overall school behaviors are not fluctuating, either positively or negatively, with the addition of 13 new students this school year. CBS staff is monitoring ODR's on a daily/weekly basis and making adjustments to individual student interventions. Additionally, the PBIS external coach, Rebecca Harris, will be joining CBS staff on Tuesday, January, 9<sup>th</sup> to facilitate problem solving discussions and review school wide data.

## CBS Monthly Statistic Report for December 2017

1. New students enrolled for the first time this month: 1
2. Total of all students who were on CBS rolls at anytime this month: 58
3. Number of students on rolls at end of month: 53
4. Number of boys on rolls at end of month: 46
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>
Girl	# 40	12/4/17

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	# 120	12/21/17
Girl	# 9	12/21/17

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	# 141	12/7/17 (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>
Boy	# 535	12/4/17
Boy	# 160	12/4/17
Boy	# 280	12/21/17

### Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
114	-	13.5	=	100.5 / 843 = 11.92%

**Circuit Breaker School**

**Absence Report  
2017**

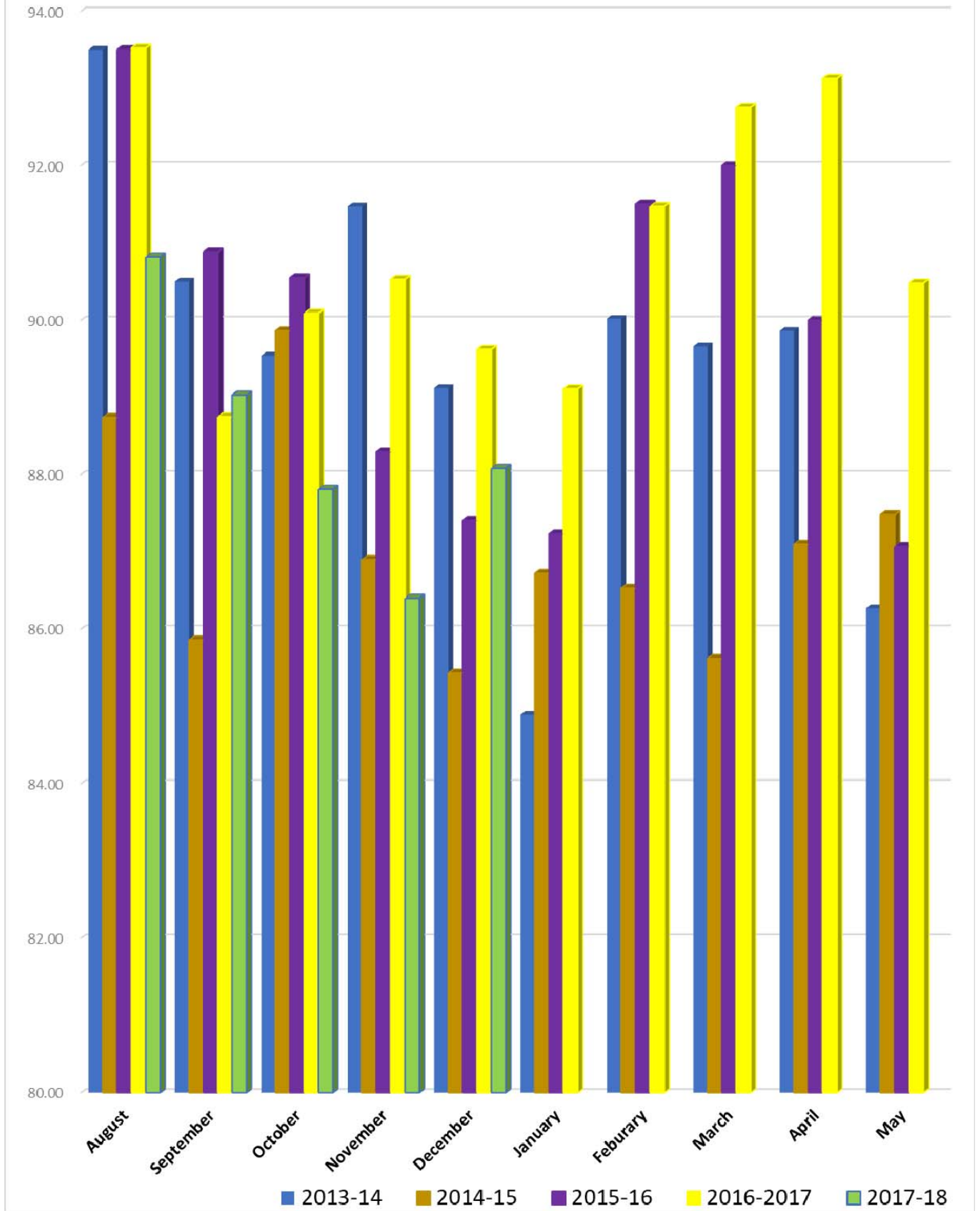
**December**

<b>Number</b>	<b>District</b>	<b>Enrolled</b>	<b>Excused</b>	<b>Unexcused</b>	<b>Other</b>	<b>Total</b>	<b>Percent</b>
1	1	15	1	0	0	1	6.67%
2	9	15	0	0	0	0	0.00%
3	40	15	1	2	0	3	20.00%
4	40	15	0	3	0	3	20.00%
5	40	14	0	8	0	8	57.14%
6	44	15	0	0	0	0	0.00%
7	44	15	0	0	0	0	0.00%
8	44	15	0	0	0	0	0.00%
9	44	15	0	0	0	0	0.00%
10	44	15	2	1	0	3	20.00%
11	44	15	0	0	0	0	0.00%
12	44	15	2	0	0	2	13.33%
13	44	15	0	1	0	1	6.67%
14	44	15	7	5	0	12	80.00%
15	44	15	2	2	0	4	26.67%
16	79	15	0	0	0	0	0.00%
17	82	15	0	0	0	0	0.00%
18	95	15	1.5	0	0	1.5	10.00%
19	120	15	0	0	0	0	0.00%
20	120	15	3	0	0	3	20.00%
21	120	15	0	0	3	0	0.00%
22	122	15	0	0	0	0	0.00%
23	122	15	0	0	0	0	0.00%
24	122	15	0	0	0	0	0.00%
25	122	15	0	1	0	1	6.67%
26	122	15	0	0	0	0	0.00%
27	122	15	3	0	0	3	20.00%
28	122	15	2	0	0	2	13.33%
29	122	15	1	2	0	3	20.00%
30	122	15	3	2	0	5	33.33%
31	122	15	0	0	0	0	0.00%
32	124	15	3	1	0	4	26.67%
33	124	15	4	0	0	4	26.67%
34	124	15	0	0	0	0	0.00%
35	125	15	2	0	0	2	13.33%
36	140	15	0	0	0	0	0.00%
37	140	15	2	0	0	2	13.33%
38	140	15	1	0	0	1	6.67%
39	140	15	2	1	0	3	20.00%
40	141	15	2	1	10.5	3	20.00%
41	141	15	0	0	0	0	0.00%
42	150	15	1	0	0	1	6.67%
43	150	15	0	0	0	0	0.00%
44	150	15	0	0	0	0	0.00%
45	150	15	4	0	0	4	26.67%
46	160	2	0	2	0	2	100.00%
47	160	15	3	1	0	4	26.67%

48	160	15	0	0	0	0	0.00%
49	280	15	0	0	0	0	0.00%
50	280	15	4	0	0	4	26.67%
51	280	15	0	0	0	0	0.00%
52	280	15	3	6	0	9	60.00%
53	289	15	0	0	0	0	0.00%
54	289	15	2	0	0	2	13.33%
55	289	15	0	0	0	0	0.00%
56	289	15	0	0	0	0	0.00%
57	425	15	0	0	0	0	0.00%
58	535	2	0	0	0	0	0.00%
	Totals	843	61.5	39	13.5	100.5	11.92%



# CBS Attendance



# Circuit Breaker School December 2017 Behavioral Report



## Referrals by Problem Behavior

Major, Dec 1, 2017 - Dec 20, 2017

