

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-sp.ed.org

Open Meeting Minutes

Date: January 10, 2017

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: Mr. Cleve Threadgill

Roll call indicated

Members in attendance:

1. Mr. Brian DeBernardi (left at 9:30 a.m.)
2. Mr. Ryan Linnig
3. Ms. Sandy Malahy
4. Mr. Ted Sanders
5. Mr. Matt Seaton
6. Mr. Cleve Threadgill
7. Mr. Steve Wrobleski

Members absent:

Also present

1. Ms. Mary Jane Chapman, Director
2. Mr. Matt Winchester, Assistant to the 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 December 6, 2016; November 2016 Bank Reconciliation; Bills, Investment Report and Financial Statement, C.B.S. Activity Fund Report and approve the destruction of the June 29, 2015 tape-recorded closed session minutes)

Summary of discussion: Ms. Chapman shared one additional bill list.

Motion made by: Mr. Linnig

Motion: To approve the open session minutes from the board meeting held on December 6, 2016, to approve the November 2016 bank reconciliation and to approve the bills, investment report, financial report, C.B.S. activity fund report and the destruction of the June 29, 2015 tape-recorded closed session minutes.

Motion seconded by: Mr. DeBernardi

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

Action: Passed

Remaining Agenda Items

Agenda item: Authorize the Director to prepare the 2017-2018 budget and make grant applications for the I.D.E.A. and Preschool grants for 2017-2018.

Summary of discussion: The resolution was included in your packet to authorize the budgeting and grant process for FY 2018. This is an annual requirement so that Ms. Chapman can submit the grant proposals when they become available.

Motion made by: Mr. Wrobleski

Motion: To adopt the following resolution:

WHEREAS it has been the past practice of the L.E.A.S.E. Executive Committee to approve the preparation of the L.E.A.S.E. budget and grants annually, and ...

WHEREAS it is necessary to begin the budgeting and grant process for the next school year, therefore be it...

RESOLVED to authorize the Director to prepare the L.E.A.S.E. budget and make the necessary grant applications for I.D.E.A., I.D.E.A. Preschool and other necessary programs.

Motion seconded by: Mr. Linnig

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

Action: Passed

Agenda item: Review for possible approval a proposal to change vendors for accounting software for FY2018. As Ms Chapman shared in the memo, we have had some struggles with Chalkable, and with the cost savings associated with a group buy, it would seem like the right time to make a change. If we make the change, she would phase in the human resource portion and employee portal which would be a huge time saver, especially with the electronic time sheet approval and absence requests.

Motion made by: Mr. Linnig

Motion: to approve the proposal to change vendors to SDS for accounting software for FY2018.

Motion seconded by: Mr. Seaton

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

Action: Passed

Agenda item: Approve an unpaid leave of absence:

Summary of discussion: Ms. Chapman shared that Jennifer is a newly hired part-time speech pathologist. We are able to cover the time she will be out with another part-time employee.

Motion made by: Mr. Wrobleski

Motion: to approve an unpaid leave of absence for Jennifer Calhoun beginning January 2, 2017 through March 24, 2017.

Motion seconded by: Mr. DeBernardi

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

Action: Passed

Agenda item: Accept the resignation of staff

Summary of discussion: With these resignations and upcoming retirements, Ms. Chapman will be posting a High School teacher position, a Coordinator position, a speech/ language pathologist position and a 12 month administrative assistant position. She would also like to post a position for a school psychologist to see if we can get any applicants. Due to the potential change in umbrella agreements, we could have 4-7 districts without psychologist services for next year

Motion made by: Mr. Wrobleski

Motion: to accept the resignation of Jodi Peterson effective her last day of work for 2016-17 school year and to accept the resignation of Ayten Therriault effective her last day of work for 2016-17.

Motion seconded by: Mr. Seaton

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: January 10, 2017

Time: 9:14 a.m.

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

A motion was made by Mr. Linnig

And seconded by Mr. Sanders

To adjourn to closed meeting to discuss the possible review of unreleased closed session minutes

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

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:19 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Sanders

And seconded by Mr. Wrobleski

To return to open meeting

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

Action: Passed

Agenda Item: Anticipated Action Items After Closed Session

Agenda item: Approve a resolution regarding written closed session minutes for public release.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Linnig

Motion: To adopt the following resolution:

WHEREAS: every six months the L.E.A.S.E. Executive Committee, as required by law, reviews all non-released, written closed session minutes for consideration of public release and . . .

WHEREAS: minutes of meetings closed to the public shall be made available to the public after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and . . .

WHEREAS: several written closed session minutes are deemed to be acceptable for public release, therefore be it formally . . .

RESOLVED: to release for public review the closed session minutes from June 7, 2016, July 7, 2016, August 9, 2016 and October 4, 2016 and not release the closed session minutes from, February 10, 2011, September 3, 2013, December 3, 2013 and March 1, 2016 due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: Mr. Sanders

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

Action: Passed

Information Items

C.B.S. monthly report

Principal Bruner's monthly report was previously shared with the Board. In addition, Mr. Winchester reported that 53 students were enrolled in the month of December. Currently CBS has 4 intake staffings scheduled for new students to begin in January. Three students are on the current waiting list. December was a short but busy month for Circuit Breaker. A PBIS walk-through tool was developed for use beginning in January. The high school students successfully participated in their first STEM activity of designing a building that could withstand an earthquake. Master Duque from the Duque institute of Martial Arts spent the morning engaging students with a hands-on presentation. CBS received a check from Fairmount Minerals to support the PBIS curriculum.

Report on the December 1, 2016 Child Count

Overall, the cooperative is serving 18 more students with disabilities as compared to last year at this time. Due to a problem with the new software Ms. Chapman is unable to report changes in specific special education disability areas.

Discuss information needed for employee contract renewal

Ms. Chapman shared with the Board that we are in the third year of our three year contract. She asked what kind of information the Board would want to have to proceed with contract renewal discussions. She will share the hiring schedules and employee benefit information with the Board

L.E.A.S.E. initiatives/V.O.I.C.E./Legislative/I.S.B.E./Medicaid update

- a. Don't forget to submit excess cost worksheets. Because of the changes ISBE made to the worksheet, districts may see a significant difference in the excess cost check section from previous years.
- b. The CBS 10 Year Life Safety Survey was submitted to ISBE on January 6th.
- c. Changes in incentive grant funding will be sent to districts this month requesting amendments to IDEA sub-grants. Incentive grants for some districts will be INCREASED depending on their Dec. 1st enrollment of out of district students. As a reminder, most programs are funded at 20,000 with up to an additional 5,000 (1,000 per out of district student served).
- d. We are going to be able to have our summer Autism training this summer.

- e. Ms. Chapman was approached by Grundy County about purchasing audio services from LEASE.
They would like to send children here for screening and evaluations.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Seaton

Motion seconded by Mr. Linnig

Voice vote: All ayes

Action: Passed

Time of adjournment: 9:42 a.m.

Post Meeting Action

Date minutes approved: February 7, 2017

Date minutes were available for public inspection: February 7, 2017

Date minutes were posted on Alliance website: February 7, 2017

VI.1

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/December 2016

Date:

December was a short but busy month for Circuit Breaker. All evaluations were completed for support staff and a PBIS walk-through tool was developed for use beginning in January.

The high school students successfully participated in their first STEM activity of designing a building that could withstand an earthquake.

The entire CBS student body participated in the PBIS quarterly celebration. Master Duque from the Duque institute of Martial Arts spent the morning engaging students with a hands-on presentation.

CBS received a check from Fairmount Minerals to support the PBIS curriculum.

Currently CBS has 4 intake staffings scheduled for new students to begin in January. Three students are on the current waiting list.

CBS Monthly Statistic Report for December 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: **53**
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> |
|-----------------------|-------------------------|---------------------|
| Boy | LP H.S. #120 | 12/7/16 |

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> |
|-----------------------|-------------------------|---------------------|
|-----------------------|-------------------------|---------------------|

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 | Streator Elem. #44 | 12/14/16 |

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 | Mendota H.S. #280 | 12/6/16 |
| Girl | Ottawa H.S. #140 | 12/16/16 |

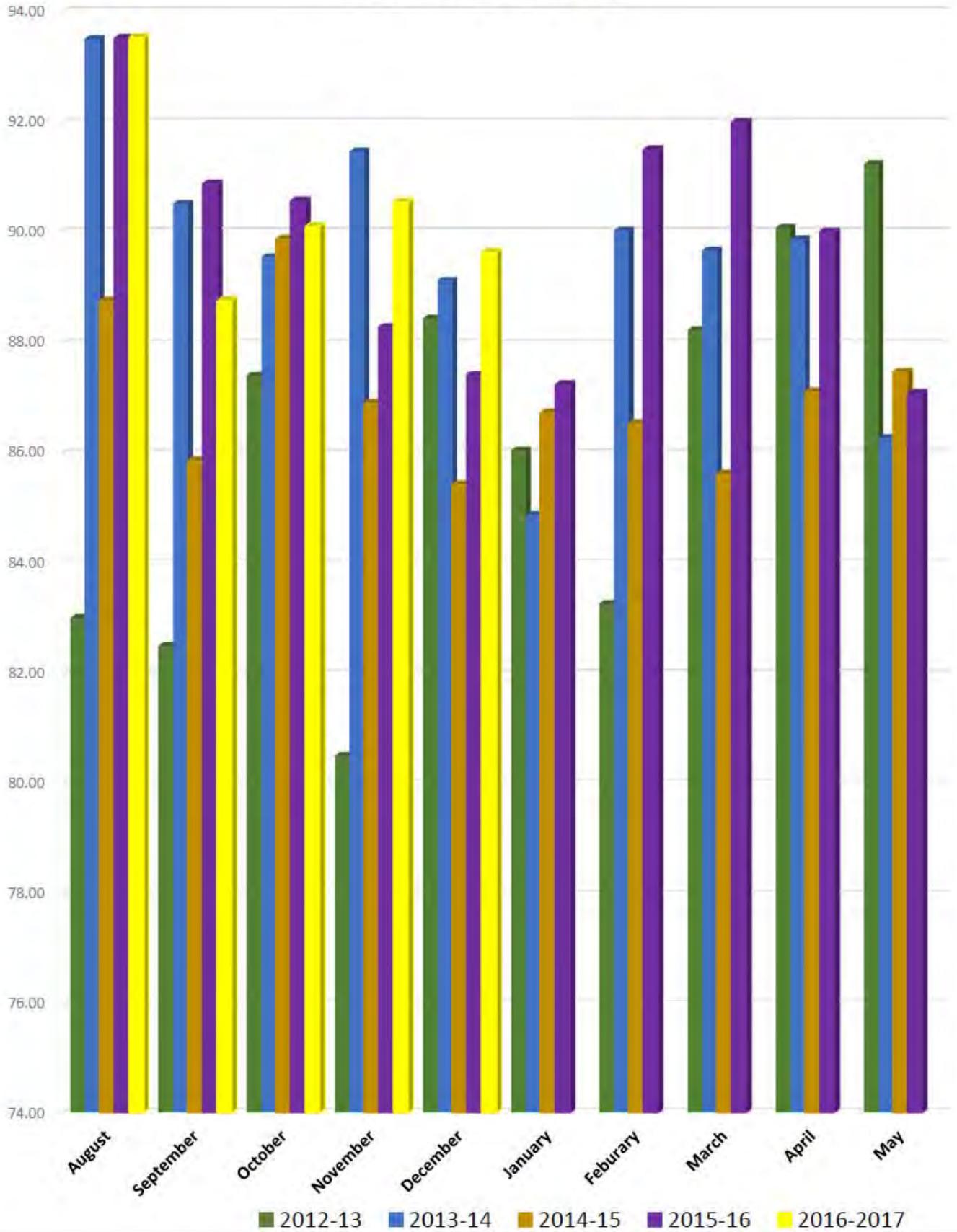
Attendance Summary:

| | | | | |
|--------------------------------------|--|----------------------|-----------------------|---------------------------|
| Total Days Excused & Unexcused | Alternative Educational Placements | Total Days Absent | Total Days Present | Percent of Absenteeism |
| 74 | - | 8 | = | 66 / 636 = 10.38% |

| Circuit Breaker School | | | Absence Report | | | | | |
|------------------------|----------|----------|----------------|-----------|-------|-------|---------|--|
| December | | | 2016 | | | | | |
| Number | District | Enrolled | Excused | Unexcused | Other | Total | Percent | |
| | | | | | | | | |
| | | | | | | | | |
| 1 | 1 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 2 | 2 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 3 | 9 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 4 | 9 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 5 | 9 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 6 | 44 | 12 | 0 | 0 | 3 | 0 | 0.00% | |
| 7 | 44 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 8 | 44 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 9 | 44 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 10 | 44 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 11 | 44 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 12 | 44 | 12 | 4 | 0 | 0 | 4 | 33.33% | |
| 13 | 44 | 12 | 0 | 2 | 0 | 2 | 16.67% | |
| 14 | 44 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 15 | 44 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 16 | 82 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 17 | 95 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 18 | 120 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 19 | 120 | 8 | 0 | 2 | 0 | 2 | 25.00% | |
| 20 | 120 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 21 | 122 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 22 | 122 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 23 | 122 | 12 | 5 | 0 | 0 | 5 | 41.67% | |
| 24 | 122 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 25 | 122 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 26 | 122 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 27 | 122 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 28 | 122 | 12 | 2 | 0 | 0 | 2 | 16.67% | |
| 29 | 122 | 12 | 3 | 0 | 0 | 3 | 25.00% | |
| 30 | 124 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 31 | 124 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 32 | 124 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 33 | 125 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 34 | 140 | 12 | 3.5 | 0 | 0 | 3.5 | 29.17% | |
| 35 | 140 | 12 | 0 | 0 | 5 | 0 | 0.00% | |
| 36 | 140 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 37 | 140 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 38 | 141 | 12 | 3 | 0 | 0 | 3 | 25.00% | |
| 39 | 141 | 12 | 1.5 | 0 | 0 | 1.5 | 12.50% | |
| 40 | 150 | 12 | 4 | 0 | 0 | 4 | 33.33% | |
| 41 | 150 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 42 | 150 | 12 | 0 | 0 | 0 | 0 | 0.00% | |
| 43 | 170 | 12 | 0.5 | 0 | 0 | 0.5 | 4.17% | |
| 44 | 185 | 12 | 1 | 0 | 0 | 1 | 8.33% | |
| 45 | 280 | 12 | 0 | 0 | 0 | 0 | 0.00% | |

| | | | | | | | |
|----|--------|-----|------|------|---|-----|--------|
| 46 | 280 | 12 | 5 | 1 | 0 | 6 | 50.00% |
| 47 | 280 | 4 | 0 | 3 | 0 | 3 | 75.00% |
| 48 | 289 | 12 | 0 | 0 | 0 | 0 | 0.00% |
| 49 | 289 | 12 | 8.5 | 0.5 | 0 | 9 | 75.00% |
| 50 | 289 | 12 | 0 | 0 | 0 | 0 | 0.00% |
| 51 | 289 | 12 | 0 | 0 | 0 | 0 | 0.00% |
| 52 | 289 | 12 | 1.5 | 2 | 0 | 3.5 | 29.17% |
| 53 | 425 | 12 | 3 | 0 | 0 | 3 | 25.00% |
| 54 | 425 | 12 | 2 | 0 | 0 | 2 | 16.67% |
| | Totals | 636 | 55.5 | 10.5 | 8 | 66 | 10.38% |

CBS Attendance



Circuit Breaker School December 2016 Behavioral Report

