

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
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Open Meeting Minutes

Date: March 4, 2014

Time: 9:00 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

Members in attendance:

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

Members absent

1. Mr. Matt Wilkinson

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 and Closed Session Minutes from the Board meeting held on February 4, 2014; January 2014 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report,)

Summary of discussion: Ms. Chapman shared the February Investment Report, the Statement of Position and an additional bill list.

Motion made by: Dr. Carlson

Motion: To approve the open and closed session minutes from the board meeting held on February 4, 2014, to approve the January, 2014 bank reconciliation and to approve the bills, statement of position, investment report and C.B.S. activity fund report.

Motion seconded by: Mrs. Baima

Roll Call: "Yeas" – Carlson, Baima, Marena, School, Winchester and Winekauf

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the renewal of our Assistive Technology Coalition Membership for 2014-2015

Summary of discussion: Ms. Chapman shared that for the fifth year in a row there is no change in the rates. She recommended we renew our membership so that member districts can take advantage of the many services provided by Infinitec. This costs about \$10,500/year.

Motion made by: Mr. Winchester

Motion: to approve the renewal of our Assistive Technology Coalition Membership for 2014-2015.

Motion seconded by: Dr. Carlson

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

Action: Passed

Agenda item: Adopt a resolution to establish an amortization period for IMRF Early Retirement Incentive

Summary of discussion: Ms. Chapman indicated that the corrected amortization figures were included in the Executive Committee packet. Several options for payment were discussed. Ms. Chapman will investigate the options discussed with I.M.R.F. No decision was made.

Agenda item: Review for possible approval any applications received from local districts for federal funding through L.E.A.S.E. to meet one or more of the highest priority Cooperative-wide needs indicated on our recently approved needs assessment.

Summary of discussion: As a follow up from our discussion last month, Ms. Chapman shared the structure of our incentive funding with our ISBE grant coordinator, who indicated that if we changed the incentive funding structure and spread the money over all of the districts, then any district that receives an increase in funds could potentially have difficulty with demonstrating maintenance of effort. If the new funds were used to increase services and there was no reduction in local funding, then MOE could be met. She also shared that several cooperatives have made changes to the way they flow money through to districts, and the member districts have had to pay funds back because MOE conditions were not met. Ms. Chapman will share the current L.E.A.S.E. written procedures with the Committee for review and discussion next month.

Ms. Chapman also shared the responses received from both LaSalle Elementary and Streator High School regarding outside interest for their programs. LaSalle Elementary was unsuccessful in getting anyone to commit to sending students to their new program. They are developing a program manual, pamphlet and page for their website to help promote the program. Streator was also unable to confirm any outside students for their new program. The response from Streator High School was included in the Executive Committee packet.

Motion made by: Dr. Carlson

Motion: to accept the Director's recommendation to deny these two funding requests since they do not serve an immediate Cooperative wide need.

Motion seconded by: Mr. Winekauf

Roll Call: "Yeas" – Carlson, Winekauf, Baima, School and Winchester
"Nays" – none.
"Abstain" - Marenda

Action: Passed

Motion to Adjourn to Closed Meeting

Date: March 4, 2014

Time: 10:31 a.m.

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

A motion was made by Mr. Winchester

And seconded by Mrs. Baima

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Collective negotiating matters between the Alliance and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Closed Meeting Roll Call: "Yeas" – Winchester, Baima, Carlson, Marena, School and Winekauf.

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:49 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Marena

And seconded by Dr. Carlson

To return to open meeting

Roll Call: "Yeas" – Marena, Carlson, Baima, School, Winchester and Winekauf.

"Nays" – none.

Action: Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Adopt a resolution for honorable reduction of contractual days

Summary of discussion: As discussed in Closed Session

**RESOLUTION HONORABLY REDUCING CONTRACTUAL DAYS
FROM L.E.A.S.E.**

WHEREAS, the L.E.A.S.E. Executive Committee has heard the report of the Executive Director concerning programs and staffing needs for the 2014-2015 school year; and

WHEREAS, the L.E.A.S.E. Executive Committee has determined it necessary to honorably reduce the contractual work days with a concurrent reduction of pay for Circuit Breaker School Social Workers Anne Kowal, Michael Nelson and Shannon Stephenson due to the lack of required duties;

NOW, THEREFORE, BE IT RESOLVED by the L.E.A.S.E. Executive Committee as follows:

Section 1. Contracts for Ms. Anne Kowal, Mr. Michael Nelson and Ms. Shannon Stephenson will be reduced from 190 days to 185 days with a concurrent reduction of pay beginning with the 2014-2015 school term.

Section 2. Ms. Anne Kowal, Mr. Michael Nelson and Ms. Shannon Stephenson shall be given written notice of honorable reduction of contractual days by first class mail, by certified mail, return receipt requested, and by personal delivery with receipt, at least forty-five (45) days before the end of the 2013-2014 school term in accordance with Section 5/24-12 of the *Illinois School Code* in a form substantially similar to Exhibit A attached hereto.

Section 3. This Resolution shall be in full force and effect upon its passage.

Member Carlson moved that the foregoing resolution be adopted and Member Marenda seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: Carlson, Marenda, Baima, School, Winchester and Winekauf

NAYS: none

ABSENT: Wilkinson

The Chairman declared the motion carried and the Resolution duly adopted.

L.E.A.S.E. Executive Committee

By: 
Chairman

Date: March 4, 2014

Attest: 
Secretary

Information Items

C.B.S. monthly report

Mrs. Schrader reported that she did some comparisons to last year at this same time. Enrollment was the same at 37 students; absentee rate 15.64% last year, 10.5% this year; incident reporting – learning 51 last year, 27 this year; incident reporting – time out 15 last year, 5 this year. This is positive data with three less staff members. Mrs. Schrader is working on bids for the lunch program.

Report on the annually required Private/Parochial Needs Assessment

Mrs. Schrader reported that three of thirteen of the private/parochial schools responded. The highest priority inservice needs indicated by area private/parochial schools were: (equal priority)

1. helping parents help their child with disabilities and descriptions of public school programs/services for children with disabilities;;
2. how to identify students for referral for special education and referral procedures for diagnostic services;

Program/Service needs Developmental Delay and Emotional Disability were the two highest priorities. The identified needs have been shared with the L.E.A.S.E. Coordinators for their future work with our area private/parochial schools.

L.E.A.S.E./Legal/Legislative/I.S.B.E./Medicaid initiatives

- Ms. Chapman reported that she received an email that our request to use IDEA grant funds to match funds received through the energy efficiency program has been approved. She expects to receive the formal letter this week. Ameresco was the only performance contractor that came to the building walkthrough, making them the only ones able to bid the project. The bid opening is next week, so she will have a formal proposal for the next meeting.
- After our discussion during the superintendents meeting in February, it appears that member districts would like L.E.A.S.E. to hire one certified school nurse to help with the special education evaluation and IEP process as needed throughout the cooperative. Because the deadline for compliance is July 1, 2016, she will wait to make this recommendation to the Executive Committee. However, she will prepare a job description and evaluation plan for approval at a later date so we are ready to add this position.
- ISBE Updates:
 - Each district providing nonpublic proportionate services to eligible students must track the proportionate share funds expended and any unexpended proportionate share funds that will carry-over into FY15.
 - Districts should be coordinating with nonpublic schools/known home-school parents to schedule timely and meaningful consultation meeting which must occur no later than **May 31, 2014**. All districts must submit the required documentation to the Special Education Services Division no later than **June 15, 2014**. LEASE will send out a reminder that contains all the necessary steps for Timely and Meaningful Consultation in April.
 - **MOE/Excess Cost** – As always, districts and cooperatives must monitor special education spending to ensure that they maintain local spending on special education services and federal IDEA grant funds are used for the excess cost of special education services. We anticipate that the MOE worksheets will again be available/mailed in April with no significant changes to the forms or process.

- LEASE Coordinators are meeting with district special education staff to provide a brief overview of the IEP Quality Project website developed by the University of Illinois and ISBE. This website provides comprehensive guidance on developing IEP's and is available free to all Illinois educators.

Non agenda items from the Director/Executive Committee members

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Winchester

Motion seconded by Mr. Winekauf

Voice Vote: Ayes: all

Nays: none.

Action: Passed

Time of adjournment: 11:00 a.m.

Post Meeting Action

Date minutes approved: April 1, 2014

Date minutes were available for public inspection: April 1, 2014

Date minutes were posted on Alliance website: April 1, 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/February

Date: February 25, 2014

We ended the month with 37 students. We had 1 student enter and 1 student drop this month. Four students had temporary placements elsewhere.

CBS has established a PBIS Team consisting of 2 teachers and a social worker. The team is continuing to develop specific expectations for all students. The team meets regularly to plan for the official launch of PBIS in the fall of 2014.

The CBS student body was challenged to increase their individual AimsWeb or MAP skills for the winter benchmark. CBS students met the goal of over 80% of students increasing their scores from the fall benchmark. All students school wide were rewarded with a movie, popcorn, and a drink.

The CBS Leadership Team continues to independently develop a behavioral tracking system that will meet the needs of our unique population. Current forms and procedures are being tweaked to allow for full implementation of a data system in fall 2014.

The CBS staff meets monthly as a staff. All members who have attended a professional development training share a technique from the training they have implemented. Best practice, teacher evaluation, and legal updates are presented. The staff is also participating in monthly review of CPI techniques to ensure the safety of staff and students. This review has increased staff knowledge and competency in CPI de-escalation strategies.

The last celebrations I would like to share are the names of the Flicker Staff Award recipients: Bob Borostowski, Lindsay Waldron, and Aurora Medina. The Golden Sequoia was presented to Mrs. Thorson's, Mr. Bodett's, and Miss Stabb's classes.

CBS Monthly Statistic Report for February 2014

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: 37
3. Number of students on rolls at end of month: 37
4. Number of boys on rolls at end of month: 34
5. Number of girls on rolls at end of month: 3

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	Peru Elem. #124	2.11.14

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	Ottawa H.S. #140	2.4.14
Boy	Ottawa H.S. #140	2.4.14
Boy	Streator Elem. #44	2.4.14
Boy	Ottawa Elem. #141	2.24.14

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
98	- 40	= 58	/ 550	= 10.55%

Circuit Breaker School			Absence Report				
		January		2013			
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	13	2	0	0	2	15.38%
2	9	13	2	0	0	2	15.38%
3	44	13	1	0	0	1	7.69%
4	44	13	5	0	0	5	38.46%
5	65	13	1	0	0	1	7.69%
6	103	4	1	0	0	1	25.00%
7	120	13	0	0	0	0	0.00%
8	120	13	1	0	0	1	7.69%
9	120	13	0	0	0	0	0.00%
10	120	13	0	0	6	0	0.00%
11	120	2	0	0	0	0	0.00%
12	122	13	0	4	0	4	30.77%
13	122	13	0	1	0	1	7.69%
14	122	13	0	0	0	0	0.00%
15	124	13	1	0	0	1	7.69%
16	124	13	0	0	0	0	0.00%
17	124	13	0	0	0	0	0.00%
18	125	3	0	2	0	2	66.67%
19	140	13	0	3	0	3	23.08%
20	140	13	5	4	0	9	69.23%
21	140	13	0	0	0	0	0.00%
22	140	13	0	0	0	0	0.00%
23	140	13	2	1	0	3	23.08%
24	140	13	2	0	0	2	15.38%
25	140	13	0	0	0	0	0.00%
26	140	13	1	0	0	1	7.69%
27	140	13	4	0	5	4	30.77%
28	140	3	2	0	0	2	66.67%
29	141	10	1	2	0	3	30.00%
30	141	13	1	0	0	1	7.69%
31	150	13	1	0	0	1	7.69%
32	195	13	6	0	0	6	46.15%
33	210	13	1	0	0	1	7.69%
34	280	13	2	3	0	5	38.46%
35	280	13	2	1	0	3	23.08%
36	280	13	2	2	0	4	30.77%
37	289	13	2	0	0	2	15.38%
38	289	13	2	0	0	2	15.38%
39	289	13	2	0	0	2	15.38%
	Totals	464	52	23	11	75	16.16%

STATUS OF BEHAVIORAL INCIDENT REPORTS

February 2014

	<u>Bodett</u>	<u>Ficek</u>	<u>Hohmann</u>	<u>Staab</u>	<u>Thorson</u>	<u>Total</u>
<u>Physical Restraint</u>				6		6
To the Floor						
Not to the Floor						
Time Out				5		5
Injury/Medical						0
Damages						0
Left Classroom						0
Left Building						0
Learning	3	13	1	6	4	27
<u>Other</u>						0