

**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: March 6, 2018

Time: 9:07 a.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

Members in attendance:

1. Ms. Sandy Malahy
2. Mr. Ted Sanders
3. Dr. Kristen School
4. Mr. Matt Seaton
5. Mr. Cleve Threadgill
6. Mr. Steve Wrobleski

Members absent

1. Mr. Brian DeBernardi

Also present

1. Ms. Mary Jane Chapman, Director

**Reception of Guests and Visitors & Opportunity for Public Comment**

None

**Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on February 6, 2018; January 2018 Bank Reconciliation; Bills, Financial Report, the destruction of the August 9, 2016 tape recorded closed session minutes and C.B.S. Activity Fund Report,)**

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

Motion made by: Mr. Threadgill

Motion:  To approve the open and closed session minutes from the board meeting held on February 6, 2018, to approve the January 2018 bank reconciliation, the bills, financial report, the destruction of the August 9, 2016 tape recorded closed session minutes and C.B.S. activity fund report.

Motion seconded by: Dr. Malahy

Roll Call: "Yeas" – Threadgill, Malahy, Sanders, School, Seaton and Wrobleski.

"Nays" – none.

Action:  Passed

**Remaining Agenda Items**

**Agenda item: Approve the renewal of our Assistive Technology Coalition Membership for 2018-2019**

Summary of discussion: Ms. Chapman announced that there is a no change in the fee schedule from last year for this service. Many special educators throughout the county take advantage of the

professional development provided through Infinitec at no charge. She recommended we renew our membership so that member districts can take advantage of the many services provided by Infinitec.

Motion made by: Mr. Wrobleski

Motion:  to approve the renewal of our Assistive Technology Coalition Membership for 2018-2019.

Motion seconded by: Mr. Threadgill

Roll Call "Yeas" – Wrobleski, Threadgill, Seaton, Malahy, School, and Sanders.

"Nays" – none.

Action:  Passed

**Agenda item: Approve the Circuit Breaker School 2018-19 Calendar**

Summary of discussion: Ms. Chapman previously shared the proposed 2018-2019 C.B.S. calendar. She noted that the calendar presented is similar to years past. Because Peru Elementary supplies breakfast and lunches for our program, we try to make our calendar similar to theirs. The exception for FY19 is spring break, as Peru is taking their spring break in conjunction with the Easter holiday in late April. (Bag lunches are served at CBS during this week when Peru is on break.)

Motion made by: Dr. School

Motion:  to approve the Circuit Breaker School 2018-19 Calendar

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – School, Sanders, Seaton, Wrobleski, Malahy and Threadgill

"Nays" – none

Action:  Passed

**Agenda item: Approve a new copier agreement for Circuit Breaker School**

Summary of discussion: The color printer at Circuit Breaker School has stopped working. In investigating the costs associated with purchasing and using a separate color printer, it would be more cost efficient to upgrade the copier. (We currently spend about \$1,937 annually on color ink cartridges, plus an increase in copier agreement \$960, and a per copy fee of .05/copy. We would need to exceed 20,000 color copies to be even with just the ink costs.) Ms. Chapman also stated that the new copier can also limit color copies per teacher. Ms. Chapman informed the board that we are in the middle of the contract with the present copier (with three years remaining), and because of that, Marco would be the company to deal with.

Motion made by: Mr. Sanders

Motion:  to approve a new copier agreement for Circuit Breaker School

Motion seconded by: Mr. Seaton

Roll Call: "Yeas" – Sanders, Seaton, Malahy, School, Threadgill and Wrobleski.

"Nays" – none

Action:  Passed

**Agenda item: Approve the proposed iFiber Services Agreement for future broadband fiber network services for both the L.E.A.S.E. office and Circuit Breaker School.**

Summary of discussion: Ms. Chapman told the board that this was the only proposal we received as part of the e-rate 470 process. It was explained that about 90% of the costs are reimbursed by e-rate funds and that the increase is \$480 over last year's rate.

Motion made by: Mr. Threadgill

Motion:  to approved the proposed iFiber Services Agreement for future broadband fiber network services for L.E.A.S.E. and Circuit Breaker School.

Motion seconded by: Mr. Sanders

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

Action:  Passed

**Agenda item: Approve a proposal for employee health insurance contributions**

Summary of discussion: Ms. Chapman told the board that the proposal for the changes in employer-paid insurance premiums was included in the board packets and is the same proposal that was discussed at the last (February 2018) meeting.

Ms. Chapman explained that she would like to find ways to cut costs and will plan a meeting and invite the staff who served on the cooperative-wide committee and Rick Klein.

Motion made by: Dr. Malahy

Motion:  to approve a proposal for employee health insurance contributions.

Motion seconded by: Mr. Threadgill

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

Action:  Passed

**Adjourn to Closed Meeting**

Date: March 6. 2018

Time: 9:17 a.m.

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

To adjourn to closed meeting to discuss:

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

Time of adjournment of closed meeting and return to open meeting: 10:34 a.m.

**Agenda Item: Anticipated Action Items after Closed Session**

**Adopt a resolution relative to reemployment recommendations for specified L.E.A.S.E. staff for the 2018-2019 school year;**

Summary of discussion: As discussed in Closed Session

A motion was made by Dr. Malahy

Motion:  to adopt the following resolution:

WHEREAS the L.E.A.S.E. professional staff and the support staff have been evaluated by both their direct supervisors and by the field and...

WHEREAS most of the above indicated employees have been rated proficient or excellent, therefore be it.....

RESOLVED to employ the tenured L.E.A.S.E. certified staff and the L.E.A.S.E. non-certified/support staff for the 2018-2019 school year and to specifically offer a...

Second year non-tenure contract for the 2018-19 school year to: Maria Austin, Michael Grenda, Erica Griglione, Janelle Gustafson, Paige Johnson, Allyson Miller, Sarah Monroe, and Megan Sandrock.

Third year non-tenure contract for the 2018-2019 school year to: Katie Russow, Susan McNelis

Fourth year non-tenure contract for 2018-2019 school year to: Nicole Butt, Rachel Harris, Tari Jansen, Jane McLaughlin, and Jayme Salazar, and to offer a ....

Part-time contract to:  
Jenny Calhoun and Mary Elliott, and a...

Part-time contract not to exceed 100 days to:  
Pam Carretto, Pat Hall and Barbara Harte.

Motion seconded by: Mr. Seaton

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

Action:  Passed

## Information Items

### C.B.S. monthly report

Ms. Chapman reported that referrals are down by 700, and feels this is because of a calmer atmosphere that Jayme Salazar instills at the school. Jayme is very involved in the classrooms and the leadership team is now working together. Ms. Chapman also noted that attendance is down. Dr. School mentioned to the board that the younger grade classrooms are full.

Mr. Wrobleski asked if it was possible to have Ms. Salazar, who is wrapping up her first year as principal, participate in the June board meeting and give us an update on CBS. Ms. Chapman will invite Ms. Salazar to the June meeting.

### Report on the annually required Private/Parochial Needs Assessment

Mary Jane Chapman reported that five of thirteen private/parochial schools responded. (Trinity Catholic Academy, Marquette Academy, Holy Cross School, Holy Family and Sheridan Adventist Elem. School). Results of the survey were included in the board meeting packets.

Ms. Chapman explained to the board members that there are some schools still struggling with both inservice and program needs. 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**

- Maintenance of Effort: Ms. Chapman stated that she expects MOE information to come out later in March.
- New coordinators have been trained on Timely and Meaningful Consultation. Remember you no longer need to send information to ISBE, but they will pick a sampling of districts to submit all of the paperwork for review. TMC must be completed by May 31<sup>st</sup>.

## **Non agenda items from the Director/Executive Committee members**

### **Approval of Motion to Adjourn**

Motion to adjourn made by Dr. Malahy

Motion seconded by Mr. Threadgill

Voice Vote: Ayes: all

Nays: none.

Action:  Passed

Time of adjournment: 10:50 a.m.

### **Post Meeting Action**

Date minutes approved: April 10, 2018

Date minutes were available for public inspection: April 10, 2018

Date minutes were posted on Alliance website: April 10, 2018

***LaSalle /Putnam County Educational Alliance for Special Education***

---

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/February**  
**Date: February 28, 2018**

---

**Leadership Committee-** This month the Leadership Committee has discussed school/building safety. In light of recent national news, the leadership team has concerns about building safety and student threats. The CBS and the ROE Safe School have been in communication about potential threats made by students from both buildings, these threats have been investigated by local police. CBS will take all threats seriously and support the “See something, say something” movement. The leadership team has reviewed several code red scenarios and discussed problem solving. A list of concerns has been developed and ongoing problem solving will continue. All classrooms have been reminded to keep their doors lock and closed at all times.

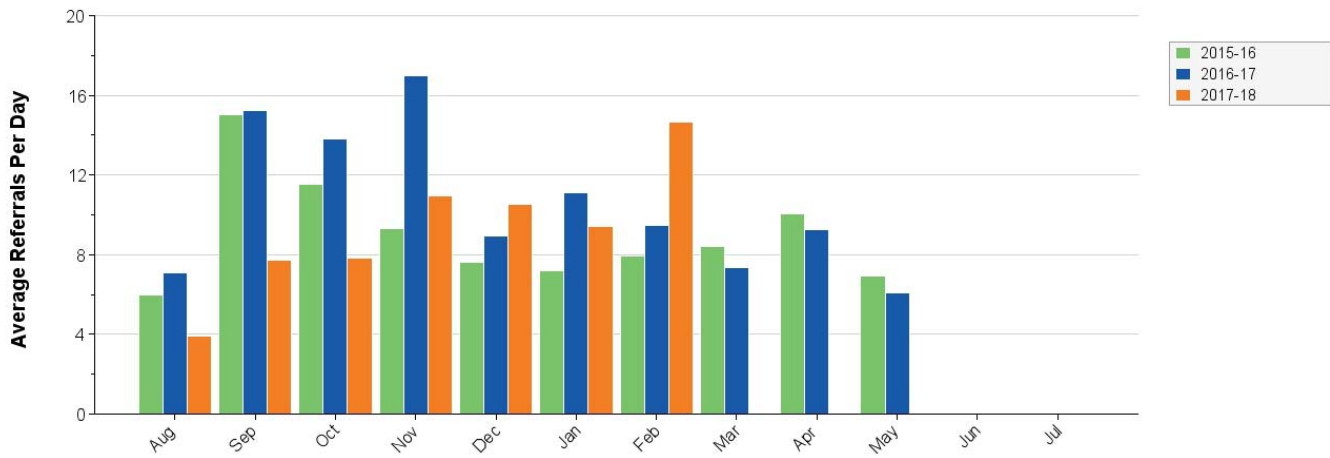
**PBIS/SWIS Data-** February has been a busy month for behavior, we have had the most ODRs by far this month 279. That is about 100 ODRs more than our highest month this school year. However, breaking down our SWIS data, it indicates six students have had more than 15 ODRs this month. Individual interventions are being used and problem solving continues to find success for these students including IEP team meetings and change of placement. Additionally, physical aggression ODRs have also increased during February. However, out of 46 ODRs for physical aggression 30 have come from the K-2 classroom. School wide, physical aggression has not been a problem behavior.

**Classroom Update-** The CBS 2<sup>nd</sup>/3<sup>rd</sup> grade classroom has identified the majority of students do not own and/or know how to ride a bike. The students have set this as a classroom goal for 4<sup>th</sup> quarter and CBS staff is seeking donations for used/new bikes and helmets.

*“Exceptional Services for Exceptional Students”*

### Average Referrals Per Day Per Month - Multi-Year

Major, 2015-16 - 2017-18



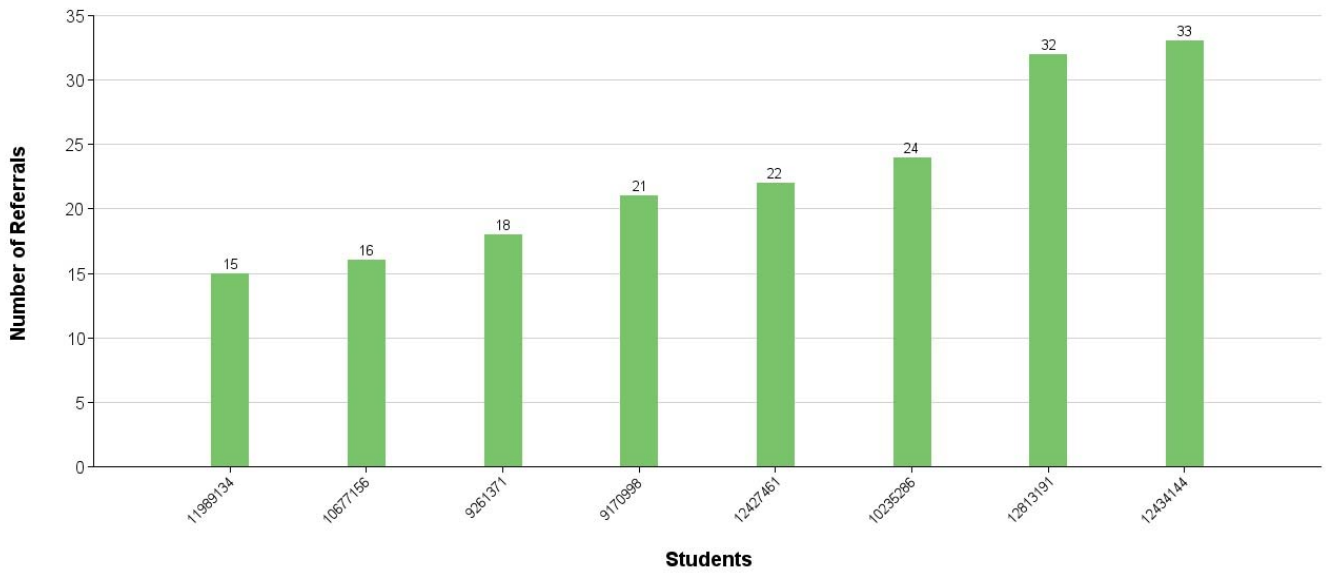
### School Months

Month	2015-16	2016-17	2017-18
September	316	320	154
October	231	262	157
November	168	289	186
May	125	116	0
March	143	132	0
June	0	0	0
July	0	0	0
January	129	222	170
February	159	180	279
December	107	116	158
August	54	85	47
Totals:	1,633	1,889	1,151

*“Exceptional Services for Exceptional Students”*

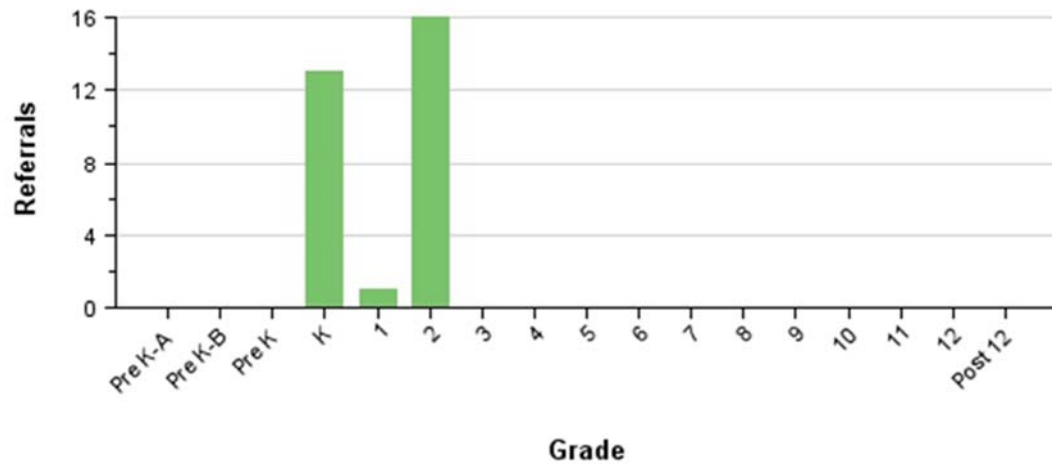
### Referrals by Student

Major, Feb 1, 2018 - Feb 28, 2018, At Least 15 Referrals



### Referrals by Grade

Drill Down





## CBS Monthly Statistic Report for February 2018

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: 59
3. Number of students on rolls at end of month: 55
4. Number of boys on rolls at end of month: 48
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>
<b>Boy</b>	<b># 124</b>	<b>2/7/18</b>
<b>Boy</b>	<b># 40</b>	<b>2/12/18</b>
<b>Boy</b>	<b># 535</b>	<b>2/20/18</b>

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>
<b>Boy</b>	<b># 122</b>	<b>2/16/18</b>

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>
<b>Boy</b>	<b># 122</b>	<b>2/22/18 (T)</b>

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>
<b>Boy</b>	<b># 120</b>	<b>2/6/18</b>
<b>Boy</b>	<b># 120</b>	<b>2/21/18</b>
<b>Boy</b>	<b># 44</b>	<b>2/23/18</b>

**Attendance Summary:**

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
<b>156.5</b>	<b>-</b>	<b>5</b>	<b>= 151.5</b>	<b>/ 1012 = 14.97%</b>

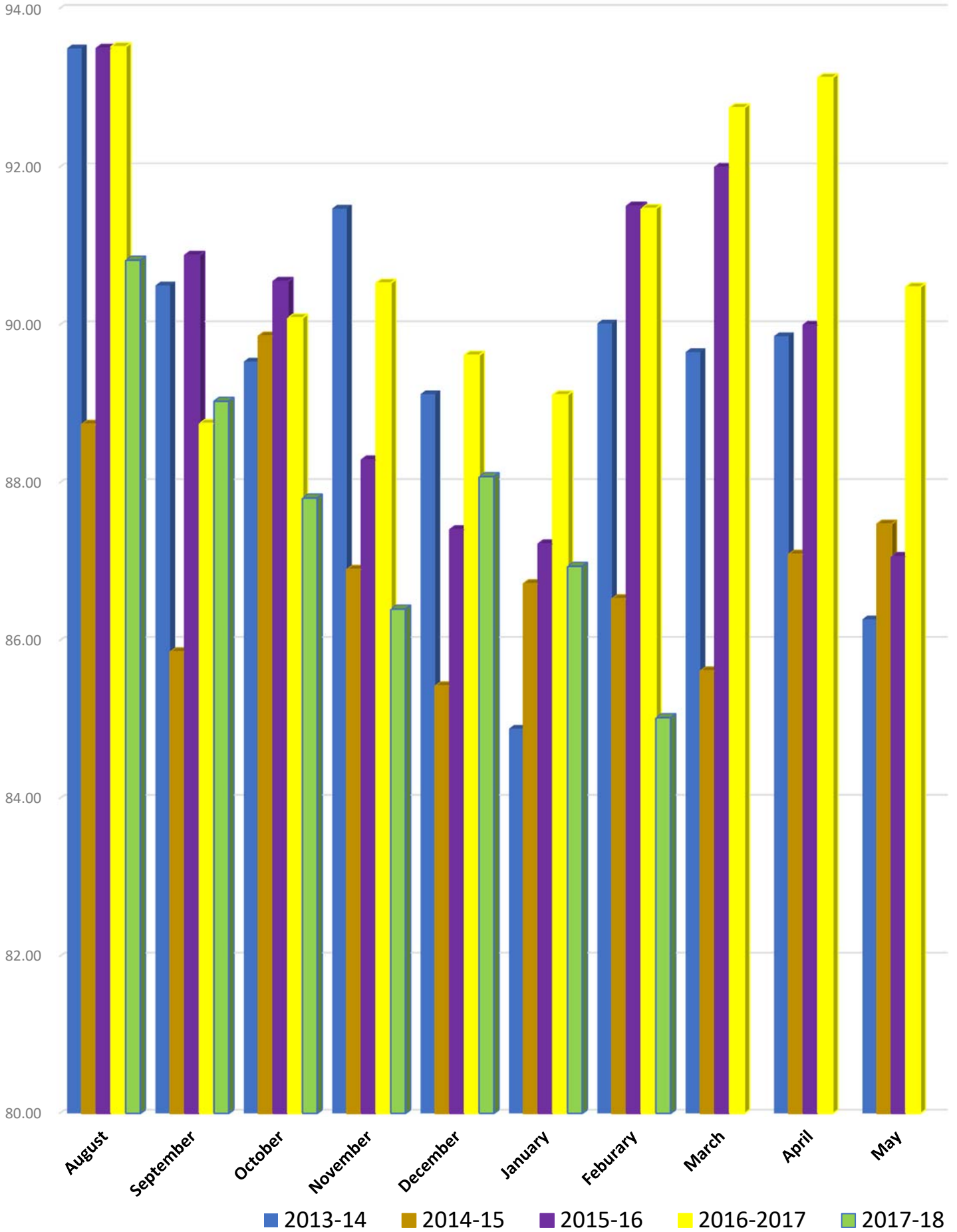
**Circuit Breaker School  
February**

**Absence Report  
2018**

Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	18	4.5	0	0	4.5	25.00%
2	9	18	0.5	0	0	0.5	2.78%
3	40	18	0	3	0	3	16.67%
4	40	18	3	0	0	3	16.67%
5	40	12	4	3	0	7	58.33%
6	40	18	1	6	0	7	38.89%
7	44	18	0	0	0	0	0.00%
8	44	18	0	0	0	0	0.00%
9	44	18	0	0	0	0	0.00%
10	44	18	1	0	0	1	5.56%
11	44	15	1	0	0	1	6.67%
12	44	18	2	4	0	6	33.33%
13	44	18	1	0	0	1	5.56%
14	44	18	1	1	0	2	11.11%
15	44	18	0	15	0	15	83.33%
16	44	18	0	12	0	12	66.67%
17	44	18	0	8	0	8	44.44%
18	79	18	0	0	0	0	0.00%
19	82	18	3.5	0	0	3.5	19.44%
20	95	18	0	0	0	0	0.00%
21	120	4	0	0	0	0	0.00%
22	120	18	0	2	0	2	11.11%
23	120	13	0	3	0	3	23.08%
24	122	18	0	0	0	0	0.00%
25	122	18	0	0	0	0	0.00%
26	122	18	2	0.5	0	2.5	13.89%
27	122	18	0	2	0	2	11.11%
28	122	11	0	0	0	0	0.00%
29	122	18	0	1	0	1	5.56%
30	122	18	0	1	0	1	5.56%
31	122	18	0	0	0	0	0.00%
32	122	18	0	0	0	0	0.00%
33	122	18	0	3	0	3	16.67%
34	122	18	1	1.5	5	2.5	13.89%
35	122	18	0	0	0	0	0.00%
36	124	14	0	0	0	0	0.00%
37	124	18	0	1	0	1	5.56%
38	124	18	1	0	0	1	5.56%
39	124	18	5	0	0	5	27.78%
40	125	18	1	0	0	1	5.56%
41	140	18	3.5	0	0	3.5	19.44%
42	140	18	3	0	0	3	16.67%
43	140	18	5	4	0	9	50.00%
44	140	18	1	0	0	1	5.56%
45	141	18	0	1	0	1	5.56%
46	150	18	1	0	0	1	5.56%
47	150	18	0	1	0	1	5.56%
48	150	18	1	0	0	1	5.56%
49	150	18	0	2	0	2	11.11%
50	160	18	0	14	0	14	77.78%
51	160	18	0.5	0	0	0.5	2.78%

52	280	18	1	0	0	1	5.56%
53	280	18	3	1	0	4	22.22%
54	289	18	0	3	0	3	16.67%
55	289	18	0	1	0	1	5.56%
56	289	18	3	0	0	3	16.67%
57	289	18	2	0	0	2	11.11%
58	425	18	0	0	0	0	0.00%
59	535	7	1	0	0	1	14.29%
	Totals	1012	57.5	94	5	151.5	14.97%

# CBS Attendance



# Circuit Breaker School February 2018 Behavioral Report

