

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

Date: April 9, 2013

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. Kevin Myers

Members in attendance:

1. Mr. Robert Abney
2. Mr. Dan Marena
3. Mr. Eric Misener
4. Dr. Kevin Myers
5. Dr. Kristen School
6. Mr. Matt Winchester
7. Mr. Wade Winekauf

Members absent: none

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant 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 March 7, 2013; February 2013 Bank Reconciliation; Bills, Statement of Position, Investment Report, C.B.S. Activity Fund Report and approve the destruction of the September 6, 2011 and the October 4, 2011 tape recorded closed session minutes.)

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

Motion made by: Mr. Marena

Motion: To approve the open session minutes from the board meeting held on March 7, 2013, to approve the February, 2013 bank reconciliation, the bills, statement of position, investment report and C.B.S. activity fund report and to approve the destruction of the September 6, 2011 and the October 4, 2011 tape recorded closed session minutes.

Motion seconded by: Dr. School

Roll Call: "Yeas" – Marena, School, Abney, Misener, Myers, Winchester and Winekauf
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the 2013-2014 C.B.S. calendar.

Summary of discussion: Mrs. Carretto shared the proposed 2013-2014 C.B.S. calendar. She noted that it is very similar to this year with a projected start date of August 16 and end date of May 23. C.B.S. will not be taking Veteran's Day or Casimir Pulaski but will have an additional day off in November. Spring break will be taken in March with two additional days off in April around the Easter holiday.

Motion made by: Mr. Marena

Motion: to approve the 2013-2014 C.B.S. calendar.

Motion seconded by: Dr. School

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve the date for the 2012-2013 budget amendment hearing and review the draft of the 2012-2013 budget amendment;

Summary of discussion: Ms. Chapman previously shared the proposed budget amendment for approval next month. The overall amendment is \$155,518 less than the approved budget. Today, the Executive Committee needs to formally set a date for our budget amendment hearing in May. Our proposed amendment has been on public display since April 5th, so we will meet the 30 day requirement to approve the amendment during our May meeting (May 7th).

Motion made by: Dr. School

Motion: to set Tuesday, May 7, 2013 as the L.E.A.S.E. 2012-2013 public budget amendment hearing date.

Motion seconded by: Mr. Winchester

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve the date for the 2013-2014 budget hearing and review the draft of the proposed 2013-2014 budget.

Summary of discussion: Ms. Chapman previously shared a very preliminary proposed budget for 2014. She noted that she still has not received any information regarding IDEA funding for next year and the autism program funds have not been totally removed. Overall, this proposed budget is slightly lower than our current budget. No action is required at this time except to formally approve the FY2014 budget hearing for our June meeting (June 4th).

Motion made by: Dr. School

Motion: to set Tuesday, June 4, 2013 as the L.E.A.S.E. FY14 public budget hearing date when formal approval of the 2013-2014 budget is to be considered.

Motion seconded by: Mr. Winekauf

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Review for possible approval an application received from Tonica Grade School 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: Ms. Chapman shared that Tonica is very interested in taking over the pre-primary KEYS program. This is a logical fit for the program because Tonica is currently receiving incentive funding for a program for students with autism ages 5-9. Ms. Chapman recommended approval of this request.

Motion made by: Mr. Misener

Motion: to approve the request from Tonica Elementary for federal funding through LEASE to administer the pre-primary KEYS program effective for the 2013-14 school year.

Motion seconded by: Mr. Abney

Roll call: "Yeas" – Misener, Abney, Marena, Myers, School, Winchester and Winekauf
"Nays" – none.

Action: Passed

Agenda item: Approve formal resolutions to recognize retiring L.E.A.S.E. and local district staff.

Summary of discussion: Ms. Chapman noted that each year at this time the Executive Committee typically approves a formal resolution to recognize the service of retiring special education personnel and district administrators. These resolutions are then presented to the retirees who have been long-time, successful employees of their respective school districts within our Cooperative.

Motion made by: Mr. Marena

Motion: to formally approve the following resolution individually specific to Carodeane Armstrong, Gina Steele, Linda Carls, Pete Armstrong, Jama Wahl, Janice Orlandi, Pam Carretto, Phil Gassman, Jeanette Redman, Carol Gorham and Deb Anderson with many thanks for their years of dedicated service to students with disabilities within the L.E.A.S.E. Cooperative.

WHEREAS _____ has provided excellent and exemplary service to the L.E.A.S.E. Special Education Cooperative and specifically to the _____ School District, the L.E.A.S.E. Executive Committee hereby recognizes and officially adopts the following resolution in honor of _____ and the services that this dedicated local district employee has provided to students with disabilities within the L.E.A.S.E. Cooperative.

WHEREAS _____ has dedicated his/her career to quality services to students with disabilities within the L.E.A.S.E. Cooperative and . . .

WHEREAS _____ has decided to retire from her/his local school district be it therefore formally . . .

RESOLVED that the L.E.A.S.E. Executive Committee on April 9, 2013 unanimously recognizes the outstanding accomplishments of _____ with high honors for excellent years of services to students, to the _____ School District and to the entire LaSalle/Putnam County Educational Alliance for Special Education.

Affirmed with great appreciation on this 9th day of April, 2013.

Motion seconded by: Mr. Winchester

Roll call: "Yeas" – Marena, Winchester, Abney, Misener, Myers, School and Winekauf
"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: April 9, 2013

Time: 9:15 a.m.

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

A motion was made by Dr. School

And seconded by Mr. Winekauf

To adjourn to closed meeting to discuss:

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

Closed Meeting Roll Call: “Yeas” – School, Winekauf, Abney, Marena, Misener, Myers and Winchester
“Nays” – none.

Action Passed

Time of adjournment of closed meeting and return to open meeting: 9:22 a.m.

Motion to Return to Open Meeting

A motion was made by: Mr. Abney

And seconded by Mr. Misener

To return to open meeting

Roll Call: “Yeas” – Abney, Misener, Marena, Myers, School, Winekauf and Winchester
“Nays” –

Action Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Adopt a resolution to hire an Assistant Director

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Marena

WHEREAS due to an upcoming retirement of Pam Carretto, a vacancy exists for the position of L.E.A.S.E. Assistant Director beginning July 1, 2013 and . . .

WHEREAS after screening and interviewing for this position, L.E.A.S.E. administration now has a recommended candidate for this position. Therefore be it . . .

RESOLVED to employ Christan Schrader as the new L.E.A.S.E. Assistant Director for the 2013-2014 school year at a base salary of \$90,000.

Motion seconded by: Mr. Abney

Roll Call: “Yeas” – Marena, Abney, Misener, Myers, School, Winekauf and Winchester
“Nays” – none.

Action: Passed

Information Items

C.B.S./KEYS monthly report

Mrs. Carretto reported that the month of March ended with 38 students enrolled. Elementary students have completed their ISAT testing. CBS was awarded additional money for the Fresh Fruit & Vegetable grant through the remainder of the school year. Staff are moving forward with the Strategic Plan. LaSalle County Soil and Water will be coming out to meet with the students regarding Earth Day and community awareness. This is our first year implementing MAP assessments and staff hope to gain additional programming information.

Regarding the Pre-Primary KEYS program, Mrs. Carretto reported that there are currently two students in the program. Annual reviews will be held to look at programming for next school year. Staff have completed an inventory of materials.

Report on the evaluation of programs supported by L.E.A.S.E. federal I.D.E.A. grant funding

Mrs. Carretto reported that L.E.A.S.E. incentive funds are currently supporting twenty-five local district programs, and that these programs have now all reported that they are meeting their indicated objectives. All but two programs have served students from other districts within the L.E.A.S.E. cooperative. Mrs. Carretto thanked the districts for supporting our students with special needs.

Recognize the L.E.A.S.E. staff chosen to receive the Regional Office of Education's "Excellence in Education" award

Ms. Chapman reported that this year L.E.A.S.E. has chosen to recognize three outstanding individuals to receive the Excellence in Education awards. Coordinator, Moriah Mott, Circuit Breaker Social Worker, Shannon Stephenson, and Classroom Aide Christi Rimes. These individuals were nominated by their peers for different qualities that reflect outstanding service. Pam Carretto and Phil Gassman will receive "Retiring Educator" awards and Deb Anderson, Carol Gorham and Jeanette Redman will receive "Retiring Support Staff" awards.

Review the L.E.A.S.E. Central Office professional staff calendar for 2013-2014

Ms. Chapman shared the proposed 2013-2014 calendar for the coordinators. She noted that she utilized the information we have currently for member districts to try to ensure coordinators would be available when schools are in session. The remainder of the employee calendars will be based on the coordinator calendar depending on number of work days for each group's contract. The Committee had no objections to the calendar and indicated that Mrs. Chapman should proceed in communicating the calendar to appropriate L.E.A.S.E. staff.

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

General Updates

Don't forget, Medicaid Administrative Outreach third quarter financials are due to Fairbanks April 16th. If you miss the file date, the next time you can file for this quarter will be July 16th. Also Medicaid Fee-for-Service financials are due to Hawthorne April 19th. You should have received an email from Steve Koruna around March 11th with the spreadsheet to complete and email back to him.

All IDEA grant reimbursement requests are due to L.E.A.S.E. by the end of the day May 10th. We will be unable to process any claims made after that date.

Once again this spring, coordinators sent out feedback requests to individual district staff regarding their strengths and weaknesses. Although this information is collected from district administrators in November, coordinators are only provided with summary information from those responses as part of their formal evaluation. They were able to choose which district staff would complete the feedback forms, and they were not required to share their responses with Ms. Chapman or Mrs. Carretto. They were only asked to show us that they received responses. Overall, the coordinators feel this is valuable information regarding the services they provide to district staff.

Ms. Chapman was very pleased to report that we received a grant of \$4000 from Fairmount Minerals to purchase tablets for Circuit Breaker School. We decided to purchase Android based Learn Pads because of the tablet management portal available to control the content that is accessible to the students.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Marendia

Motion seconded by Mr. Abney

Voice vote: Yeas all

Nayes none

Action: Passed

Time of adjournment: 9:44 a.m.

Post Meeting Action

Date minutes approved: May 7, 2013

Date minutes were available for public inspection: May 7, 2013

Date minutes were posted on Alliance website: May 7, 2013

VI. 1

LaSalle /Putnam County Educational Alliance for Special Education

Phillip F. Gassman, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

Telephone 815-220-0740
Fax 815-220-0881

To: Mary Jane Chapman, Director

From: Phil Gassman, Principal

Re: End of Month Report/March

Date: March 28, 2013

We ended the month with 38 students. We had 3 students enter and 2 students drop this month.

The elementary classes' grades 4-8 completed the ISAT Tests this month and celebrated the ending with a Pizza Lunch for the students who gave their best efforts.

We were awarded an increase in our Fresh Fruit and Vegetable grant for the remainder of the school year. Schools that have not been using the money have forfeited their grant to schools that have been using the grant according to the guidelines. We were one of the schools chosen to use the additional money and it will be helpful for us to purchase additional fruit and vegetables for the students through the end of the school year.

The 5-essential survey was started this month with our teachers and students taking the survey for Circuit Breaker School. Parents were sent letters and follow-up phone calls will be made to encourage their participation as well.

The third quarter ended this month with 8 students making the academic honor roll and 7 students making the behavior honor roll.

Thank you for your continued support.

CBS Monthly Statistic Report for March 2013

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:	40
3. Number of students on rolls at end of month:	38
4. Number of boys on rolls at end of month:	34
5. Number of girls on rolls at end of month:	4
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	LaSalle Elem. #122	3-18-13
Boy	Mendota Elem. #289	3-18-13
Boy	Earlville HS #9	3-18-13

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 Dropped</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>
Boy	Ottawa HS	3-1-13

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	Ottawa HS #140	3-11-13

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
110	-	32	= 78	/ 663 = 11.76%

Circuit Breaker School			Absence Report				
		March		2013			
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	18	1	0	0	1	5.56%
2	9	18	3.5	1	0	4.5	25.00%
3	9	9	0	0	0	0	0.00%
4	40	18	0	0	0	0	0.00%
5	44	18	5	1	0	6	33.33%
6	120	18	1	0	0	1	5.56%
7	120	18	0	1	0	1	5.56%
8	120	18	4	0	0	4	22.22%
9	120	18	2	1.5	0	3.5	19.44%
10	120	12	0	0	0	0	0.00%
11	120	4	0	0	0	0	0.00%
12	122	18	0	0	0	0	0.00%
13	122	18	0	0	0	0	0.00%
14	122	9	0	1	0	1	11.11%
15	124	18	1	0	0	1	5.56%
16	124	18	0	2	0	2	11.11%
17	124	18	0	0	9	0	0.00%
18	124	18	3	0	13	3	16.67%
19	124	18	0	0	0	0	0.00%
20	124	18	3	0	0	3	16.67%
21	125	18	2	0	0	2	11.11%
22	125	18	2	0	0	2	11.11%
23	140	5	0	5	0	5	100.00%
24	140	18	0	1	0	1	5.56%
25	140	14	0	0	0	0	0.00%
26	140	1	0	0	0	0	0.00%
27	140	18	4	0	0	4	22.22%
28	141	18	0	0	0	0	0.00%
29	141	18	0	0	0	0	0.00%
30	141	18	1	0	0	1	5.56%
31	150	18	3	0	0	3	16.67%
32	160	18	1	0	0	1	5.56%
33	160	18	1	11	0	12	66.67%
34	195	18	0	0	0	0	0.00%
35	210	18	1	2	0	3	16.67%
36	280	18	1	0	0	1	5.56%
37	280	18	0	0	10	0	0.00%
38	280	18	3	2	0	5	27.78%
39	280	6	1	1	0	2	33.33%
40	289	9	0	0	0	0	0.00%
41	289	18	1	0	0	1	5.56%
42	289	18	3	1	0	4	22.22%
	Totals	663	47.5	30.5	32	78	11.76%

STATUS OF BEHAVIORAL INCIDENT REPORTS**March 2013**

	<u>Bodett</u>	<u>Ficek</u>	<u>Hohmann</u>	<u>Roberts</u>	<u>Thorson</u>	<u>Total</u>
<u>Physical Restraint</u>	0	0	0	2	1	3
To the Floor					1	
Not to the Floor				2		
Time Out	1	2		3	3	9
Injury/Medical				1		1
Damages		1				1
Left Classroom			1	1	4	6
Left Building						0
Learning	5	14		6	6	31
<u>Other</u>	0	1	1	1	10	13
Refused to Work		1			5	
Swearing at Staff			1			
Acting Out						
Out of Community						
Soiled Clothing					3	
AWOL					1	
Threatening to kill another student					1	
Bizarre Comments					1	
Informational				1		