

**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: April 10, 2018

Time: 9:16 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. Mr. Brian DeBernardi
2. Dr. Sandy Malahy
3. Mr. Ted Sanders
4. Mr. Matt Seaton
5. Mr. Cleve Threadgill
6. Mr. Steve Wrobleski

Members absent:

1. Dr. Kristin School

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 Session Minutes and Closed Session Minutes from the Board meeting held on March 6, 2018; February 2018 Bank Reconciliation; Bills and Financial Reports, C.B.S. Activity Fund Report and the destruction of the Oct. 4, 2016 tape-recorded closed session minutes.)**

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

Motion made by: Mr. DeBernardi

Motion:  To approve the open session minutes and the closed session minutes from the board meeting held on March 6, 2018, to approve the February 2018 bank reconciliation, the bills and financial reports, the C.B.S. activity fund report and the destruction of the Oct. 4, 2016 tape-recorded closed session minutes.

Motion seconded by: Mr. Sanders

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

"Nays" – none.

Action:  Passed

**Remaining Agenda Items**

**Agenda item: Approve the date for the 2017-2018 budget amendment hearing and review the draft of the 2017-2018 budget amendment;**

Summary of discussion: Ms. Chapman suggested May 1, 2018, as the date to hold this meeting.

She also told the board of some major changes. First, the O&M services will be changed from IDEA to Local Reimbursement. Another change is that incentive funding will be reduced by \$34,000. Ms. Chapman explained that the workman compensation insurance premiums for maintenance employees almost doubled, and because of that, an adjustment will be made in the budget to absorb that increase.

Motion made by: Mr. Threadgill

Motion:  to set Tuesday, May 1, 2018 as the L.E.A.S.E. 2017-2018 public budget amendment hearing date.

Motion seconded by: Dr. Malahy

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

Action:  Passed

**Agenda item: Approve the date for the 2018-2019 budget hearing and review the draft of the proposed 2018-2019 budget.**

Summary of discussion: Ms. Chapman explained that a date must be voted on to approve the 2018-2019 budget and would like to schedule this on June 5, 2018.

Motion made by: Mr. Threadgill

Motion:  to set Tuesday, June 5, 2018 as the L.E.A.S.E. FY18 public budget hearing date when formal approval of the 2018-2019 budget is to be considered.

Motion seconded by: Mr. Seaton

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

Action:  Passed

**Agenda item: Accept the resignation of staff**

Summary of discussion: Ms. Chapman shared a letter of resignation from Pam Carretto, who is a L.E.A.S.E. part-time pre-school screener. Ms. Chapman added that she does not anticipate filling this position and will most likely hire an aide. Ms. Carretto worked approximately 80 days out of the school year.

Motion made by: Mr. Sanders

Motion:  to accept with regret the resignation of Pam Carretto as pre-school screener.

Motion seconded by: Mr. DeBernardi

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

Action:  Passed

**Motion to Adjourn to Closed Meeting**

Date: April 10, 2018

Time: 9:24 a.m.

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

A motion was made by: Mr. DeBernardi

And seconded by: Mr. Threadgill

To adjourn to closed meeting to discuss:

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

Closed Meeting Roll Call: “Yeas” – DeBernardi, Threadgill, Sanders, Malahy, Wrobleski and Seaton.

“Nays” – none.

Action  Passed

Time of adjournment of closed meeting and return to open meeting: 10:06 a.m.

**Motion to Return to Open Meeting**

A motion was made by: Mr. Threadgill

And seconded by: Mr. DeBernardi

To return to open meeting

Roll Call: “Yeas” – Threadgill, DeBernardi, Wrobleski, Seaton, Sanders and Malahy.

“Nays” – none

Action  Passed

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

**Agenda item: Approve resolutions related to the employment of staff**

Summary of discussion: As discussed in Closed Session.

Motion made by: Dr. Malahy

Motion:  to adopt the following resolutions:

WHEREAS a vacancy exists for a Circuit Breaker School Social Worker for 2018-19 school year and . . .

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . . .

RESOLVED to employ Heather Fusinetti for the 2018-19 school year as a Circuit Breaker School Social Worker at a salary equal to step C12 on the appropriate hiring schedule.

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WHEREAS a vacancy exists for a Speech Language Pathologist to serve Streator Elementary School District for the 2018-19 school year and...

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . . .

RESOLVED to employ Holly Faletti for the 2018-2019 school year at a salary of \$54,000.

Motion seconded by: Mr. DeBernardi

Roll Call: “Yeas” – Malahy, DeBernardi, Seaton, Sanders, Wrobleski and Threadgill.

“Nays” – none.

Action  Passed

## **Information Items**

### **Circuit Breaker Monthly Report**

Ms. Chapman informed the board that two teachers from the CBS had successful “Go Fund Me” projects completed due to collecting funds this website. Mr. DeBernardi mentioned that PRESS has a policy on this matter (policy 8:80), and that perhaps staff should get approval from either Mary Jane Chapman or the board. It was suggested that Ms. Chapman could approve the request if funds needed are under a certain amount. The board would approve if funds requested are over a specific amount. Ms. Chapman will check to see if L.E.A.S.E. has any procedure policy set on this issue.

Ms. Chapman noted that the behavior referrals for the second graders are up this year.

### **Evaluation of programs supported by L.E.A.S.E. federal I.D.E.A. grant funding**

All programs that completed their evaluation have met their program goals for FY18. Ms. Chapman also stated that 18 funded programs are projected for next year.

### **Cooperative Billing Practices**

Ms. Chapman reported that information is provided in the memo (in board packets) regarding current billing practices and some recommendations. She explained that this is preliminary information as she works toward a formal proposal with projected figures for all member districts. Ms. Chapman added that she would like to bill “per student” and bill districts all the same. It was also explained that she would adjust how bills for speech path services are compiled, as some districts pay higher amounts due to their speech path having a higher salary. Ms. Chapman explained that she would like to combine all speech path salaries and charge the districts their percentage of that total. This method of billing would be fair to all districts involved.

Board members were asked for their feedback on the idea of discontinuing any *new* incentive programs, however, keeping any current programs. Another option suggested was to cut back on the start-up funds given.

Discussion was held regarding restarting the finance committee for next year. It was also suggested that all superintendents get a copy of the agenda before the upcoming board meeting. Any superintendent can share concerns with the board or make a public comment on any action or discussion items that may affect their district. It was suggested that procedures and guidelines would have to be established.

### **Review of Central Office Coordinator calendar for 2018-2019**

A copy of the coordinator calendar was included in your packet. Ms. Chapman announced the start-up day would be Aug. 6, 2018. It was also mentioned that all coordinators usually coincide their spring break when their districts.

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

- a. L.E.A.S.E. can provide December 1<sup>st</sup> child count information by building if a district wants those numbers for ESSA Site Based Expenditure Reporting.

- b. Under certain circumstances, in accordance with IDEA section 613(a)(2)(C), in any fiscal year that an LEA's allocation exceeds the amount of the LEA received in the previous fiscal year, that LEA may reduce the level of local, or state and local, expenditures otherwise required by the LEA MOE requirements by up to 50 percent of the increase in LEA's allocation.
- c. This year all but eight districts met the MOE requirements. MOE exception worksheets are due May 19<sup>th</sup>.

### **Non Agenda Items**

Ms. Chapman reported to the board that she had received a report from BC/BS Insurance Company that gives the total health claim amounts vs. premiums paid for the period of 3-1-27 to 2-28-18. Ms. Chapman reported that claims totaled \$322,000 and no one claim exceeded over \$50,000. The total premiums paid far exceeded the claims and Ms. Chapman explained that she is diligently working on finding ways to reduce premiums for the staff.

The Cooperative-Wide committee will meet this Thursday, April 12<sup>th</sup>, and Rick Klein will be presenting some new options for reducing health insurance premiums.

A question was raised regarding CBS and its capacity limits. It was asked if a conversation needs to take place regarding the expansion of the school. Ms. Chapman told the board that she will be working on getting numbers and report back to the board.

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

Motion to adjourn made by: Mr. Threadgill

Motion seconded by Mr. Sanders

Voice vote: Yeas all

Nayes none

Action:  Passed

Time of adjournment: 10:42 a.m.

### **Post Meeting Action**

Date minutes approved: 5/1/2018

Date minutes were available for public inspection: 5/1/2018

Date minutes were posted on Alliance website: 5/2/2018

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

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Jayne 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/March**  
**Date: March 29, 2018**

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**PBIS/SWIS Data-** March ODRs have continued to be higher than previous months this year. However, there has been a decrease from February. Breaking down our SWIS data, it indicates six students have had more than 10 ODRs this month. Three of the six students are in the K-2 classroom.

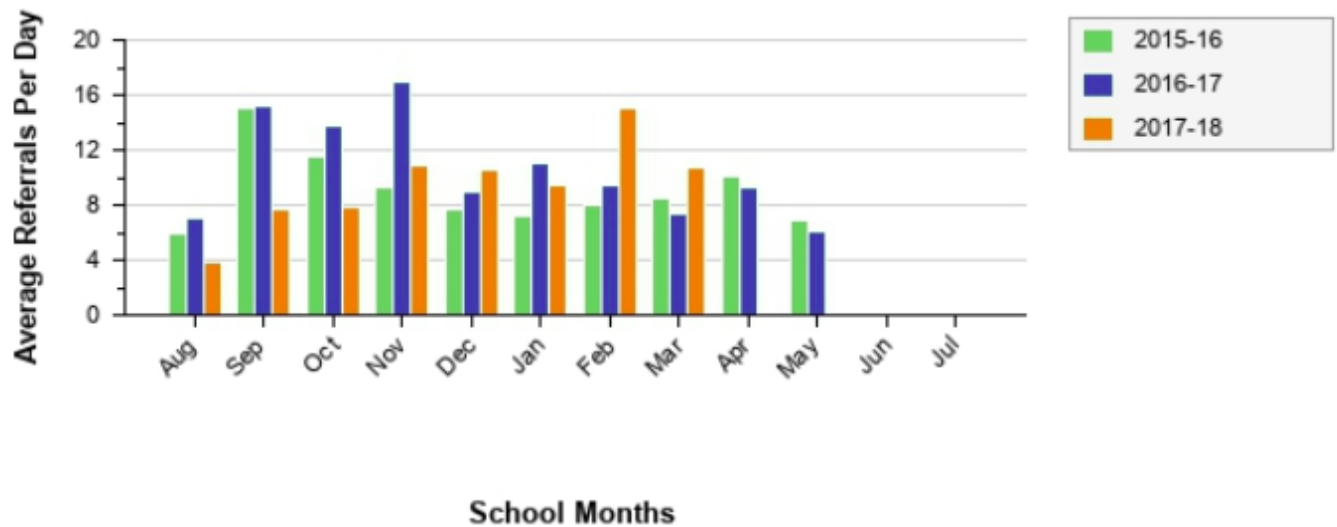
Additionally, physical aggression ODRs have continued to be elevated with 39 major physical aggression referral this month. Out of those referrals 82% came from two kindergarten students. Again this month, physical aggression is an isolated issue. It is also important to note, that 4 kindergarten students have joined CBS since January.

**Classroom Update-** Ms. Allyson Miller submitted a project on Donor's Choose which was fully funded this month at \$750, prior to the Ripple donation. Ms. Miller's project was titled "Let's be Flexible" and she was able to purchase ten wiggle seats, five colored stools, two wobble stools, three floor desks, and three lap desks, two bean bag chairs and small foam floor mats.

Additionally, Mrs. Tari Jansen submitted a project to Donor's Choose titled "Science, STEM, Socialization and (Shhhh!)... Reading using Magic Treehouse". This project was fully funded (\$500) through the Ripple donation. We are expecting a delivery of the books and materials after spring break!

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

Major, 2015-16 - 2017-18



Data Table			
Month	2015-16	2016-17	2017-18
January	129	222	170
February	159	180	285
March	143	132	216
April	201	167	0
May	125	116	0
June	0	0	0
July	0	0	0
August	54	85	47
September	316	320	154
October	231	262	157
November	168	289	186
December	107	116	158
<b>Totals:</b>	<b>1,633</b>	<b>1,889</b>	<b>1,373</b>

## Referrals by Grade

Drill Down

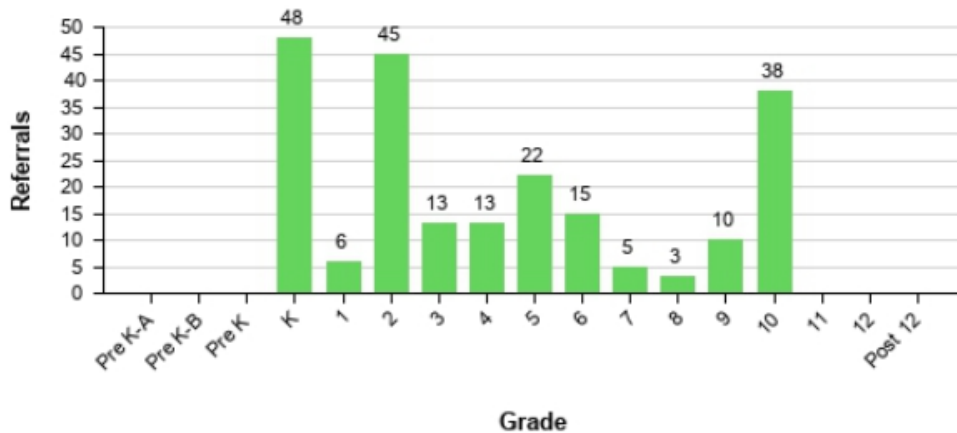


Graph Type\*

Grade

Options:

Show Values on the Graph

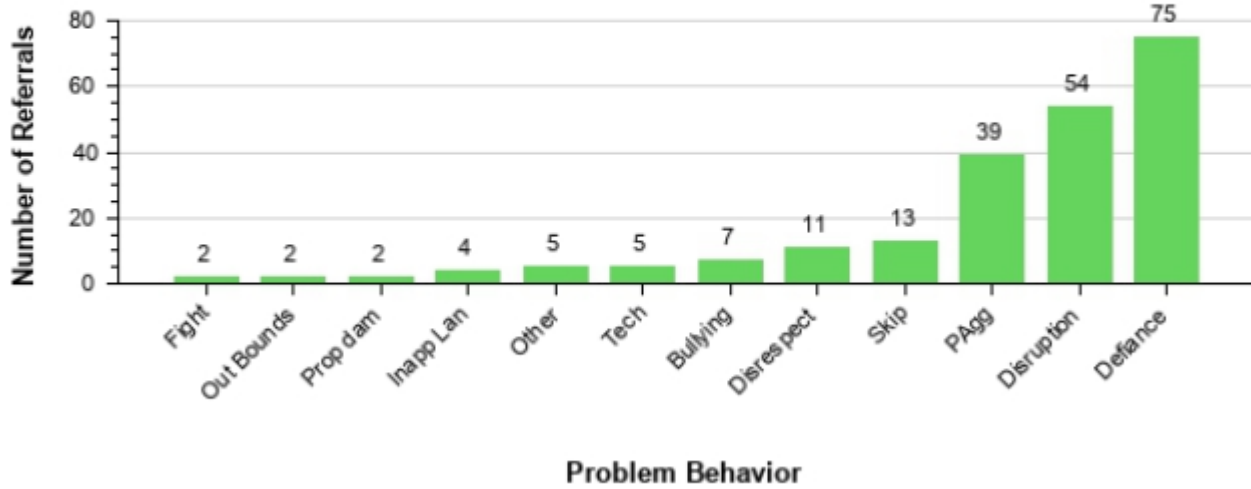


### Summary

Referrals	218
Students	36
Staff	22

## Referrals by Problem Behavior

Major, Mar 1, 2018 - Mar 29, 2018



## Physical Aggression March 2018 – Break down by Grade

Drill Down Report - Generated 3/29/18, 12:53 PM

[Export](#) [Print](#)

### Referrals by Grade

Drill Down

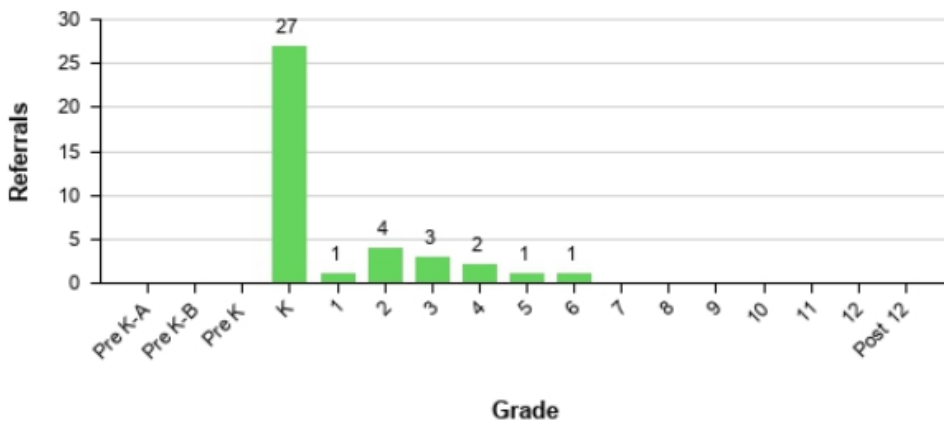


Graph Type\*

Grade ▼

Options:

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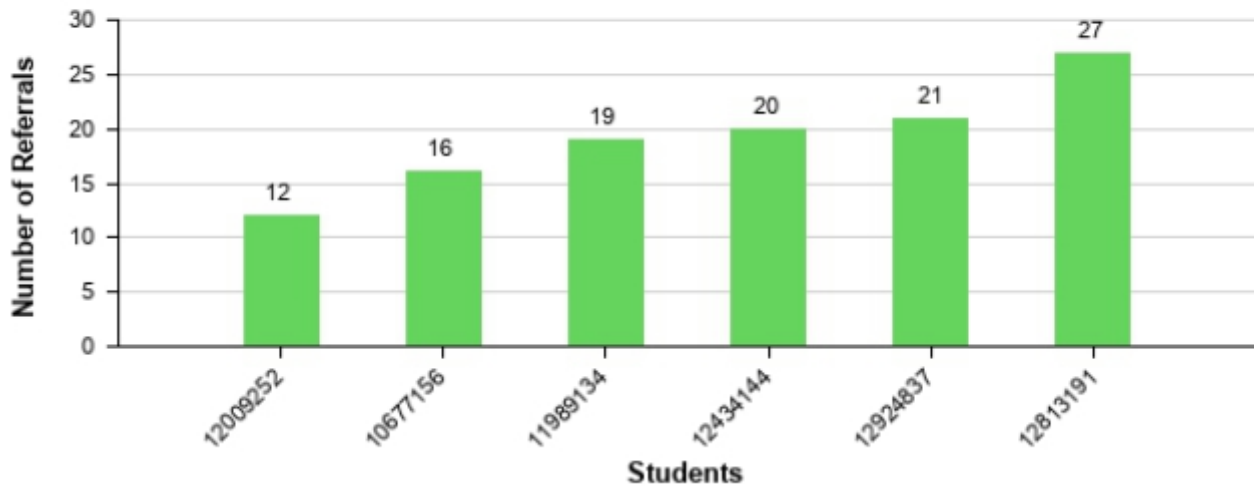
#### Summary

Referrals	39
Students	11
Staff	6



## Referrals by Student

Major, Mar 1, 2018 - Mar 29, 2018, At Least 10 Referrals



## CBS Monthly Statistic Report for March 2018

1. New students enrolled for the first time this month: 4
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: 57
4. Number of boys on rolls at end of month: 50
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		# 141	3/6/18
Boy		# 150	3/12/18
Boy		# 122	3/23/18
Boy		# 125	3/26/18
Boy		# 124	3/26/18

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>
<b>Girl</b>	# 44	3/16/18 (T)
<b>Boy</b>	# 44	3/19/18 (T)
<b>Boy</b>	# 44	3/19/18 (T)
<b>Boy</b>	# 40	3/26/18
<b>Boy</b>	# 160	3/27/18 (T)
<b>Boy</b>	# 122	3/27/18 (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>
<b>Boy</b>	# 44	3/19/18
<b>Boy</b>	# 141	3/22/18

### Attendance Summary:

Total Days Excused & Unexcused		Alternative Educational Placements		Total Days Absent		Total Days Present		Percent of Absenteeism
184.5	-	40	=	144.5	/	1129	=	12.80%

**Circuit Breaker School  
March**

**Absence Report  
2018**

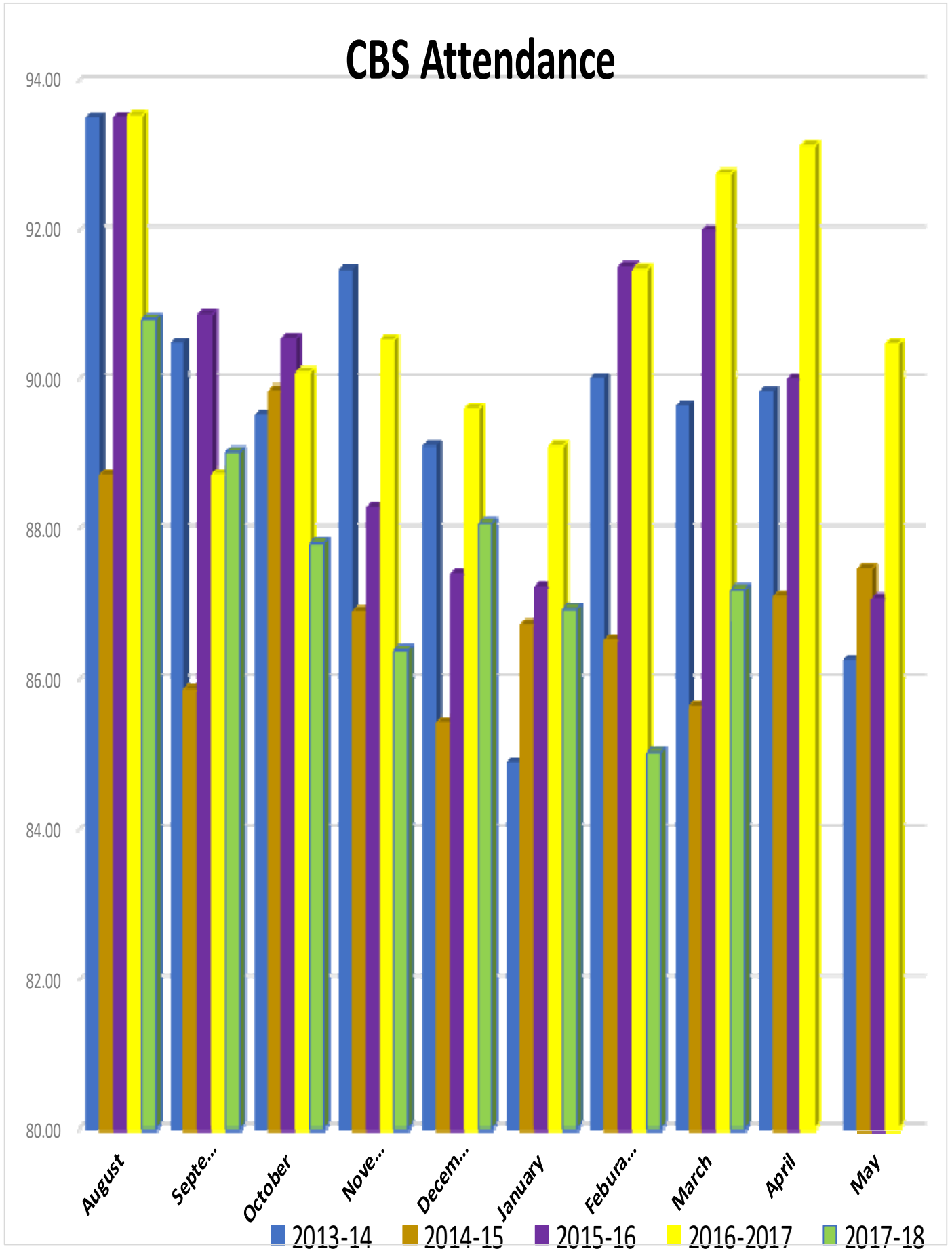
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	20	1	0	0	1	5.00%
2	9	20	1	0	0	1	5.00%
3	40	20	0	3	0	3	15.00%
4	40	20	1	4	0	5	25.00%
5	40	17	4	3	0	7	41.18%
6	40	20	1	8	0	9	45.00%
7	44	20	0	0	0	0	0.00%
8	44	12	6	0	0	6	50.00%
9	44	20	0	0	0	0	0.00%
10	44	20	0	0	0	0	0.00%
11	44	20	0	2	9	2	10.00%
12	44	20	1	0	0	1	5.00%
13	44	20	0	1	0	1	5.00%
14	44	20	2	11	0	13	65.00%
15	44	20	0.5	10	10	10.5	52.50%
16	44	20	0	2	9	2	10.00%
17	79	20	0	0	0	0	0.00%
18	82	20	0	0	0	0	0.00%
19	95	20	0	0	0	0	0.00%
20	120	20	0	6	0	6	30.00%
21	122	20	0	0	0	0	0.00%
22	122	20	1	0	0	1	5.00%
23	122	20	0	8	0	8	40.00%
24	122	20	0	0	0	0	0.00%
25	122	20	0	0	0	0	0.00%
26	122	20	0	0	0	0	0.00%
27	122	20	0	0	0	0	0.00%
28	122	20	0	0	0	0	0.00%
29	122	20	0	8	0	8	40.00%
30	122	20	1	6	3	7	35.00%
31	122	5	0	1	0	1	20.00%
32	122	20	0	0	0	0	0.00%
33	124	20	0	0	0	0	0.00%
34	124	20	0	2	0	2	10.00%
35	124	20	1	1	0	2	10.00%
36	124	4	0	0	0	0	0.00%
37	124	20	3	0	0	3	15.00%
38	125	20	0	0	0	0	0.00%
39	125	4	0	0	0	0	0.00%
40	140	20	0	0	0	0	0.00%
41	140	20	0	0	0	0	0.00%
42	140	20	0	2.5	0	2.5	12.50%
43	140	20	0	0	0	0	0.00%
44	141	20	1	0.5	0	1.5	7.50%
45	141	13	1	4	0	5	38.46%
46	150	20	1	0	0	1	5.00%
47	150	20	5	0	0	5	25.00%
48	150	20	0	0	0	0	0.00%

49	150	14	0	0	0	0	0.00%
50	150	20	0	1	0	1	5.00%
51	160	20	0	16	3	16	80.00%
52	160	20	4	0	6	4	20.00%
53	280	20	0	1	0	1	5.00%
54	280	20	0	1	0	1	5.00%
55	289	20	0	0	0	0	0.00%
56	289	20	1	0	0	1	5.00%
57	289	20	3	0	0	3	15.00%
58	289	20	1	0	0	1	5.00%
59	425	20	1	0	0	1	5.00%
60	535	20	0	1	0	1	5.00%

144.

Totals      1129      41.5      103      40      5      12.80%

# CBS Attendance



# Circuit Breaker School March 2018 Behavioral Report

