

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

Date: April 2, 2019

Time: 9:06 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. Brian DeBernardi

Members in attendance:

1. Mr. Carl Carlson
2. Mr. Brian DeBernardi
3. Dr. Jodi Moore
4. Mr. Michael Pillion
5. Mr. Ted Sanders
6. Dr. Kristin School

Members absent:

1. Dr. Matt Seaton

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 5, 2019; February 2019 Bank Reconciliation; Bills and Financial Reports, and the C.B.S. Activity Fund Report)

Summary of discussion: All information was included in the board packets.

Motion made by: Dr. School

Motion: To approve the open session minutes and the closed session minutes from the board meeting held on March 5, 2019, to approve the February 2019 bank reconciliation, the bills and financial reports and the C.B.S. activity fund report.

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – School, Sanders, Carlson, DeBernardi, Moore, and Pillion.

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve on second reading changes to L.E.A.S.E. policies;

Summary of discussion: Ms. Chapman explained that there are no changes in these policy updates from what was explained at last month's meeting.

Second reading of changes to L.E.A.S.E. policy include the following policies:

1:14 Authorization for L.E.A.S.E. to Administer Centralized Programs; 1:14 AP1 Circuit Breaker School Philosophy/Program Overview/Max Class Size; 1:14 AP2 Keys Program Overview; 1:14 AP3 Tuition Payments; 1:40 District Membership; 2:40 Qualifications for Membership; 2:50 Terms of Office; 3:10 Long Range Planning; 3:40 Administration-Director; 3:40 AP2 Evaluation Process Procedures; 3:40 AP4 Fringe Benefit Package; 3:50 Administrative Personnel Other Than the Director; 3:60 Administrative Responsibility of the Building Principal; 3:60 AP1 Circuit Breaker School Principal; 4:10 Fiscal and Business Management-Annual Budget; 4:20 Financial Operations; 4:20 AP1 Grant Funding Procedures; 4:20 AP2 Criteria for the Continuation or Discontinuation of L.E.A.S.E. Program Incentive Grant Funding; 4:20 AP3 Criteria for the Distribution of IDEA Part B flow-through funds; 4:20 AP4 Serving Out-Of-District Students; 4:20 AP5 Required State Board Procedure;

Motion made by: Dr. School

Motion: to approve on the second reading revisions to the policies:

1:14 Authorization for L.E.A.S.E. to Administer Centralized Programs; 1:14 AP1 Circuit Breaker School Philosophy/Program Overview/Max Class Size; 1:14 AP2 Keys Program Overview; 1:14 AP3 Tuition Payments; 1:40 District Membership; 2:40 Qualifications for Membership; 2:50 Terms of Office; 3:10 Long Range Planning; 3:40 Administration-Director; 3:40 AP2 Evaluation Process Procedures; 3:40 AP4 Fringe Benefit Package; 3:50 Administrative Personnel Other Than the Director; 3:60 Administrative Responsibility of the Building Principal; 3:60 AP1 Circuit Breaker School Principal; 4:10 Fiscal and Business Management-Annual Budget; 4:20 Financial Operations; 4:20 AP1 Grant Funding Procedures; 4:20 AP2 Criteria for the Continuation or Discontinuation of L.E.A.S.E. Program Incentive Grant Funding; 4:20 AP3 Criteria for the Distribution of IDEA Part B flow-through funds; 4:20 AP4 Serving Out-Of-District Students; 4:20 AP5 Required State Board Procedure;

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – School, Pillion, Sanders, DeBernardi, Carlson and Moore.
"Nays" – None

Agenda item: Accept the resignation of staff

Summary of discussion: Ms. Chapman shared a letter of resignation from Sarah Monroe, who is a L.E.A.S.E. coordinator. Ms. Chapman informed the board that Ms. Monroe accepted an assistant principal position at the Salt Creek School District in the Villa Park/Elmhurst, IL. area.

Motion made by: Dr. School

Motion: to accept the resignation of Sarah Monroe

Motion seconded by: Mr. Carlson

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

Action: Passed

Agenda item: Approve FMLA request of staff

Summary of discussion: Ms. Chapman told the board that Tom Myer, CBS paraprofessional, is requesting three weeks of FMLA leave. Erica Griglione, Speech Language Pathologist, is also requesting a FMLA maternity leave from August 1, 2019 to November 1, 2019. A brief discussion was held on L.E.A.S.E. policy regarding FMLA leave.

Motion made by: Dr. School

Motion: to accept the FMLA request of both Tom Myer and Erica Griglione

Motion seconded by: Mr. Sanders

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Information Items

Circuit Breaker Monthly Report

Ms. Chapman shared with the board that behavioral data is continuing to improve, and that staff is working on continuing to lower ODR's. The 2nd-3rd grade classroom has the highest ODR's when compared to other class levels.

It was asked if the issue of maximum capacity at C.B.S. is due to available rooms and/or staffing issues. Ms. Chapman explained that the issue is with lack of significant available space. C.B.S. uses every space available. Ms. Chapman also explained that sharing the building with Safe School is a benefit to districts as a transportation savings. Discussion was held on the need to expand the C.B.S. program, as more and more schools are having difficulty getting students into the program due to lack of space.

Preliminary budget amendment and very preliminary budget for FY20

Ms. Chapman shared the preliminary FY19 budget amendment information, along with FY20 preliminary budget information. Ms. Chapman told the board that the budget amendment is about \$113,000 less than the approved budget. Salaries are set for next year and insurance is not expected to increase more than five percent.

Ms. Chapman highlighted some format changes to the billing proposals. The new billing format will show local funds in the top portion of the bill, while the bottom portion includes the local or IDEA funds.

Ms. Chapman also announced that she will hold a workshop on grants for the co-op districts on May 22nd or May 23rd from 9 a.m. to noon.

Review of Central Office Coordinator calendar for 2019-2020

A copy of the coordinator calendar was included in your packet. Ms. Chapman announced the start-up day would be Aug. 5, 2019. Ms. Chapman explained that the calendar is geared to have coordinators available to provide services when districts are back in session. It was also mentioned that all coordinators usually coincide their spring break when their districts are on break.

L.E.A.S.E. Office and Circuit Breaker summer hours

This is an annual memo that is sent out to member district in early May. The offices will be open from 7 a.m. to 3 p.m. starting the week of June 3, 2019. The offices will be closed on Fridays.

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

- a. Ms. Chapman sent out REV look up information and the window opens April 8th. All districts need to make sure they update information.
- b. DCFS Youth and Care Verification memo is sent. Only superintendents can run the reports. Ms. Chapman asked that districts please forward this report to L.E.A.S.E., as we need to see students with I.E.P.'s This report has been updated as of March 1st. Ms. Chapman explained that this report had previously been sent to L.E.A.S.E., however, is now sent to district superintendents.
- c. TMC is due before May 31, 2019. Your coordinators will be available to help you with this process.
- d. Ms. Chapman told the board that MOE worksheets should be coming anytime.

Approval of Motion to Adjourn

Motion to adjourn made by: Dr. School

Motion seconded by Mr. Sanders

Voice vote: Yeas all

Nays none

Action: Passed

Time of adjournment: 10:24 a.m.

Post Meeting Action

Date minutes approved: 5/6/19

Date minutes were available for public inspection: 5/6/19

Date minutes were posted on Alliance website: 5/6/19