

**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**

Date: May 2, 2017

Time: 9:11 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2016-2017 Amended Budget

Motion made by: Mr. Threadgill

Motion:  To call the public hearing to order

Motion seconded by: Dr. Malahy

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

Action:  Passed

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Cleve Threadgill

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

Mr. Ryan Linnig

Also present

1. Ms. Mary Jane Chapman, Executive Director
2. Mr. Matt Winchester, Assistant Director

Summary of discussion: Ms. Chapman indicated that there were no changes from what was presented last month for review.

There were no visitors.

Motion made by: Mr. Wrobleski

Motion:  To close the public hearing

Motion seconded by: Mr. DeBernardi

Voice vote indicated all ayes.

Nays none.

Action:  Passed

### **Open Meeting Minutes**

Date: May 2, 2017

Time: 9:12 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: Mr. Cleve Threadgill

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

Mr. Ryan Linnig

Also present

1. Ms. Mary Jane Chapman, Executive Director
2. Mr. Matt Winchester, Assistant Director

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

There were none.

**Ms. Chapman noted that we needed to add a discussion topic to the closed session section of the agenda.**

Motion made by: Mr. Wrobleski

Motion:  To amend the agenda as presented.

Motion seconded by: Mr. Sanders

Voice vote: "Yeas" – all

"Nays" – none.

Action:  Passed

### **Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on April 4, 2017; March 2017 Bank Reconciliation; Bills and Financial Report, C.B.S. Activity Fund Report, Destruction of October 6, 2015 tape recorded closed session minutes)**

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

Motion made by: Mr. Wrobleski

Motion:  To approve the Open Session Minutes and Closed Session Minutes from the Board meeting held on April 4, 2017; March 2017 Bank Reconciliation; Bills and Financial Report, C.B.S. Activity Fund Report and destruction of the October 6, 2015 tape recorded closed session minutes.

Motion seconded by: Mr. DeBernardi

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

"Nays" – none.

Action:  Passed

### **Remaining Agenda Items**

**Agenda item: Approve the L.E.A.S.E. 2016-2017 budget amendment.**

Summary of discussion: This was previously discussed during the Public Hearing

Motion made by: Dr. Malahy

Motion:  to approve the L.E.A.S.E. 2016-2017 budget amendment.

Motion seconded by: Mr. Wrobleski

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

Action:  Passed

**Agenda item:** Approve the renewal of our group health insurance package as recommended by the Director and our Insurance Consultant;

Summary of discussion: Ms. Chapman shared that we received a favorable renewal due to low claims this past year. After meeting with our insurance consultants, it is possible that if we offer some voluntary employee products (critical illness, accident, and short and long term disability) we could get a flat renewal.

Motion made by: Mr. Sanders

Motion:  to table this item and re-address it following the closed session.

Motion seconded by: Mr. Wroblewski

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

Action:  Passed

Upon revisiting this item following closed session

Motion made by: Mr. Wroblewski

Motion:  to approve the renewal of our group health insurance package as presented.

Motion seconded by: Mr. Sanders

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

Action:  Passed

**Agenda item: Approve the 2017-18 agreement with Peru Public Schools to provide breakfast and lunch for C.B.S. students.**

Summary of discussion: Ms. Chapman shared that there are no changes in cost for breakfast or lunch for next year. After this contract we can renew one more time before we have to go out to bid again. She recommend the approval of the contract.

Motion made by: Mr. Seaton

Motion:  to approve the renewal from Peru Elementary School to provide breakfast and lunch for C.B.S. Students for the 2017-18 school year

Motion seconded by: Mr. Sanders

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

Action:  Passed

**Agenda item: Approve upon first reading the following policy updates:** *Board Member Conflict of Interest (2:100); Financial Operations - Supplementation of State, Local and Other Federal Funds; Maintenance of Efforts; Use of Part B; Excess Cost; Permissive Use of Funds; Treatment of Charter Schools (4:20); Administrative Procedure – Grant funding procedures (4:20 AP1-4:20 AP5); Pandemic Preparedness (4:180); Religious Holidays (5:70); Court Duty (5:80); Ethics (5:120); Maintaining Student Discipline (5:230); Schedules and Employment Year (5:300); Teaching About Religion (6:70) and Health, Eye and Dental Exams (7:100)..*

**Summary of discussion:** Ms. Chapman noted that while many of the policy changes were minor, there were major changes to the grant funding procedures.

Motion made by: Mr. DeBernardi

Motion:  to accept upon first reading the following policy updates: *Board Member Conflict of Interest (2:100); Financial Operations - Supplementation of State, Local and Other Federal Funds; Maintenance of Efforts; Use of Part B; Excess Cost; Permissive Use of Funds; Treatment of Charter Schools (4:20); Administrative Procedure – Grant funding procedures (4:20 AP1-4:20 AP5); Pandemic Preparedness (4:180); Religious Holidays (5:70); Court Duty (5:80); Ethics (5:120); Maintaining Student Discipline (5:230); Schedules and Employment Year (5:300); Teaching About Religion (6:70) and Health, Eye and Dental Exams (7:100).*

Motion seconded by: Mr. Sanders

Voice vote: “Yeas” – all  
“Nays” – none.

Action:  Passed

**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: Ms. Chapman reported that she has not received any new requests for L.E.A.S.E. Incentive funding.

**Agenda item: Approve recommended changes to cooperative budget/billing practices.**

Summary of discussion: Based on recommendations from the L.E.A.S.E. finance committee and feedback from superintendents that attended the cooperative wide meeting on April 25, 2017, the following changes to the cooperative budget/billing practices are recommended to the Executive Committee

Motion made by: Mr. Seaton

Motion:  Change the IDEA funding for Circuit Breaker School from 50% to 25% and utilize only elementary district IDEA and local funds for costs associated with the preschool screening team not covered by the IDEA Preschool grant.

Motion seconded by: Mr. DeBernardi

Voice vote: “Yeas” – all  
“Nays” – none.

Action:  Passed

**Agenda item: Review for possible approval of continued funding for previously identified cooperative-wide local district needs.**

Summary of discussion: Ms. Chapman reported that 18 incentive programs are eligible for continued incentive funding. Four of these programs have not served any out of district students the last two years. These four programs/districts will be receiving a letter indicating if no students are served next year, there will be no funding the following year. She recommended continued funding of the 18 programs for 2017-18.

Motion made by: Mr. Wroblewski

Motion:  to approve continuing funding for the eighteen (18) programs still eligible for 2017-2018

Motion seconded by: Mr. Seaton

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

**Agenda item: Determine the need for regularly scheduled L.E.A.S.E. Executive Committee summer meetings and, as necessary, authorize the payment of summer bills.**

Summary of discussion: Ms. Chapman explained that we have generally not held regularly scheduled Executive Committee meetings in July and August. However, the Committee felt this year it would be necessary to meet.

Motion made by: Mr. Wroblewski  
Motion:  to set Executive Committee meeting dates for July 11 and August 7, 2017.

Motion seconded by: Dr. Malahy  
Voice vote: "Yeas" – all  
"Nays" – none.  
Action:  Passed

**Agenda item: Set alternate dates for the Fall L.E.A.S.E. Alliance Council Meeting and suggest possible topics/speakers.**

Summary of discussion: Ms. Chapman suggested the Board set alternate dates for the Fall Alliance Council meeting. Suggested locations as well as topics/speakers were discussed. One small district member needs to volunteer to be replaced by a large district member on the Executive Committee. Mr. Wroblewski suggested his staff could present on the unique learning system.

Motion made by: Dr. Malahy  
Motion:  to set September 14<sup>th</sup> at 6:00 p.m. for the annual Fall Alliance Council meeting with an alternate date of September 26<sup>th</sup>.

Motion seconded by: Mr. Sanders  
Voice vote: "Yeas" – all  
"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 historically, each year the Executive Committee passes formal resolutions recognizing retiring administrators and special education staff throughout the county. A list of educators retiring at the end of this school year was previously shared with the committee. 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. Wroblewski

Motion:  to formally approve the following resolution with many thanks for their years of dedicated service to students with disabilities within the L.E.A.S.E. Cooperative.

WHEREAS «Title» «FirstName» «LastName» has provided excellent and exemplary service to the L.E.A.S.E. Special Education Cooperative and specifically to the «School» School District, the L.E.A.S.E. Executive Committee hereby recognizes and officially adopts the following resolution in

honor of «Title» «FirstName» «LastName» and the services that this dedicated local district employee has provided to students with disabilities within the L.E.A.S.E. Cooperative.

WHEREAS «Title» «FirstName» «LastName» has dedicated «hisher» career to quality services to students with disabilities within the L.E.A.S.E. Cooperative and . . .

WHEREAS «Title» «FirstName» «LastName» has decided to retire from «hisher» local school district . . .

BE IT THEREFORE FORMALLY RESOLVED that the L.E.A.S.E. Executive Committee on May 2, 2017 unanimously recognizes the outstanding accomplishments of «Title» «FirstName» «LastName» with high honors for «hisher» excellent years of services to «hisher» students, to the «School» School District and to the entire LaSalle/Putnam County Educational Alliance for Special Education.

Affirmed with great appreciation on this 2nd day of May, 2017.

Motion seconded by: Mr. DeBernardi

Voice vote: “Yeas” – all

“Nays” – none.

Action:  Passed

### **Information Items**

**Preliminary look at the 2017-2018 L.E.A.S.E. budget currently on public display to be acted upon after our June 6 formal budget hearing.**

Ms. Chapman shared the budget summary page and indicated that it did include the change in the CBS funding source. She is planning on flat IDEA funding. The budget went on public display on May 1.

### **Motion to Adjourn to Closed Meeting**

Date: May 2, 2017

Time: 10:02 a.m.

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

A motion was made by Mr. Wrobleski

And seconded by Dr. Malahy

To adjourn to closed meeting to discuss:

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

Collective bargaining 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” – Wrobleski, Malahy, DeBernardi, Sanders, Seaton and Threadgill.

“Nays” – none.

Action:  Passed

Time of adjournment of closed meeting and return to open meeting: 11:42 a.m.

### **Motion to Return to Open Meeting**

A motion was made by Mr. Sanders

And seconded by Dr. Malahy

To return to open meeting

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

"Nays" – none.

Action:  Passed

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

#### **Approve employee salaries for the upcoming year(s)**

Summary of discussion: as discussed in closed session

Motion made by: Mr. Wrobleski

Motion:  to approve the employee salaries as presented.

Motion seconded by: Mr. DeBernardi

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

"Nays" – none.

Action:  Passed

#### **Approve renewal of a contract for the Executive Director.**

Summary of discussion: This item was tabled by the Chairman.

### **Information Items**

#### **C.B.S. monthly report**

Both PARCC and ISA testing were conducted this month. Students completed the assessments online with little difficulty. Representatives from ADV/SAS continue to present to the junior high and high school classrooms on pertinent issues such as dating and relationships. School outings continue to increase as CBS students focus on vocational experiences. Students made trips to the Peru Library and HyVee. Several potential students and their families visited CBS this month for consideration in August 2017. Projections for next year indicate that most elementary classrooms would begin the school year at full capacity. Two fifth year seniors completed all of their coursework and will be recommended for graduation. Meetings have begun to plan graduation. The 8<sup>th</sup> grade and senior ceremony will be held in the gymnasium on Thursday, May 25<sup>th</sup> at 10:00 am. An ISBE onsite lunch review was conducted. Based on the exit interview, some areas need follow-up but there will be no loss of funding

#### **Update on FOIA and OMA required annual training**

Ms. Chapman has successfully completed the annually required on-line FOIA training. In addition, she has completed the required on-line OMA training. The appropriate certificates will be on file in the L.E.A.S.E. office.

#### **LEASE Office summer hours**

Summer hours will begin at the L.E.A.S.E. Office and Circuit Breaker School effective Monday, June 5, 2017. The offices will be open Monday through Thursday from 7:00 a.m. until 3:00 p.m.

The offices will be closed on Fridays. All district superintendents will be informed of this summer work schedule. New regular hours of 8-4 will begin Monday, August 14.

**L.E.A.S.E. assistance available for special education pupil reimbursement claims and billings**

Ms. Chapman shared that again this summer, L.E.A.S.E. Coordinators will be available to visit districts and assist those district staff members who have requested help completing pupil reimbursement / billing paperwork. The memo in your packet will go out to member districts to request assistance with reimbursement over the summer months. Please return the form indicating if you would like extra assistance with reimbursement claims from your coordinator. If no assistance is requested, please indicate zero days.

**Update on recent L.E.A.S.E. / Legislative / Medicaid and I.S.B.E. initiative**

- a. We still haven't received proportionate share calculations for FY18. Districts may have to hold their Timely and Meaningful Consultations without that information.
- b. All IDEA grant reimbursement requests are due to L.E.A.S.E. by the end of the day May 12<sup>th</sup>. We will be unable to process any claims made after that date.
- c. If you need to complete MOE Exception worksheets, they are due May 19th.

**Non-Agenda Items from the Executive Committee/Director**

Several districts have voiced their opinion that they want to withdraw from the Cooperative. Board members indicated that these districts do not rely on the Cooperative for a lot of things, they have concerns of how resources are used, every dollar in their district is being scrutinized, and they feel they should only be paying for the services they are using. It was indicated that Superintendents will be doing what is best for their district.

**Approval of Motion to Adjourn**

Motion to adjourn made by Mr. Seaton

Motion seconded by Mr. Sanders

Action:  Passed

Time of adjournment: 12:05 p.m.

**Post Meeting Action**

Date minutes approved: June 6, 2017

Date minutes were available for public inspection: June 6, 2017

Date minutes were posted on Alliance website: June 6, 2017



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

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Susan A. Bruner, 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: Susan Bruner, Principal**

**Re: End of Month Report/April**

**Date: April 26, 2017**

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Both PARCC and ISA testing were conducted this month. Students completed the assessments online with little difficulty.

Representatives from ADV/SAS continue to present to the junior high and high school classrooms on pertinent issues such as dating and relationships.

School secretaries were honored with flowers and a lunch at the Olive Garden for Administrative Assistants Day.

School outings continue to increase as CBS students focus on vocational experiences. Students made trips to the Peru Library and HyVee.

Several potential students and their families visited CBS this month for consideration in August 2017. Projections for next year indicate that most elementary classrooms would begin the school year at full capacity.

A 1<sup>st</sup> grade student has begun transitioning back to his home district. He spends mornings at CBS and is then transported to his home school each afternoon.

Two fifth year seniors completed all of their coursework and will be recommended for graduation.

Meetings have begun to plan graduation. The 8<sup>th</sup> grade and senior ceremony will be held in the gymnasium on Thursday, May 25<sup>th</sup> at 10:00 am.

## CBS Monthly Statistic Report for April 2017

1. New students enrolled for the first time this month: 2
2. Total of all students who were on CBS rolls at anytime this month: 56
3. Number of students on rolls at end of month: 55
4. Number of boys on rolls at end of month: 46
5. Number of girls on rolls at end of month: 9
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	Streator Elem. #44	4/18/17
Boy	Tonica Comm. #79	4/24/17

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	LaSalle-Peru H.S. #120	4/3/17
Boy	Mendota H.S. #280	4/18/17
Girl	Streator Elem. #44	4/19/17

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	Serena Comm. #2	4/25/17

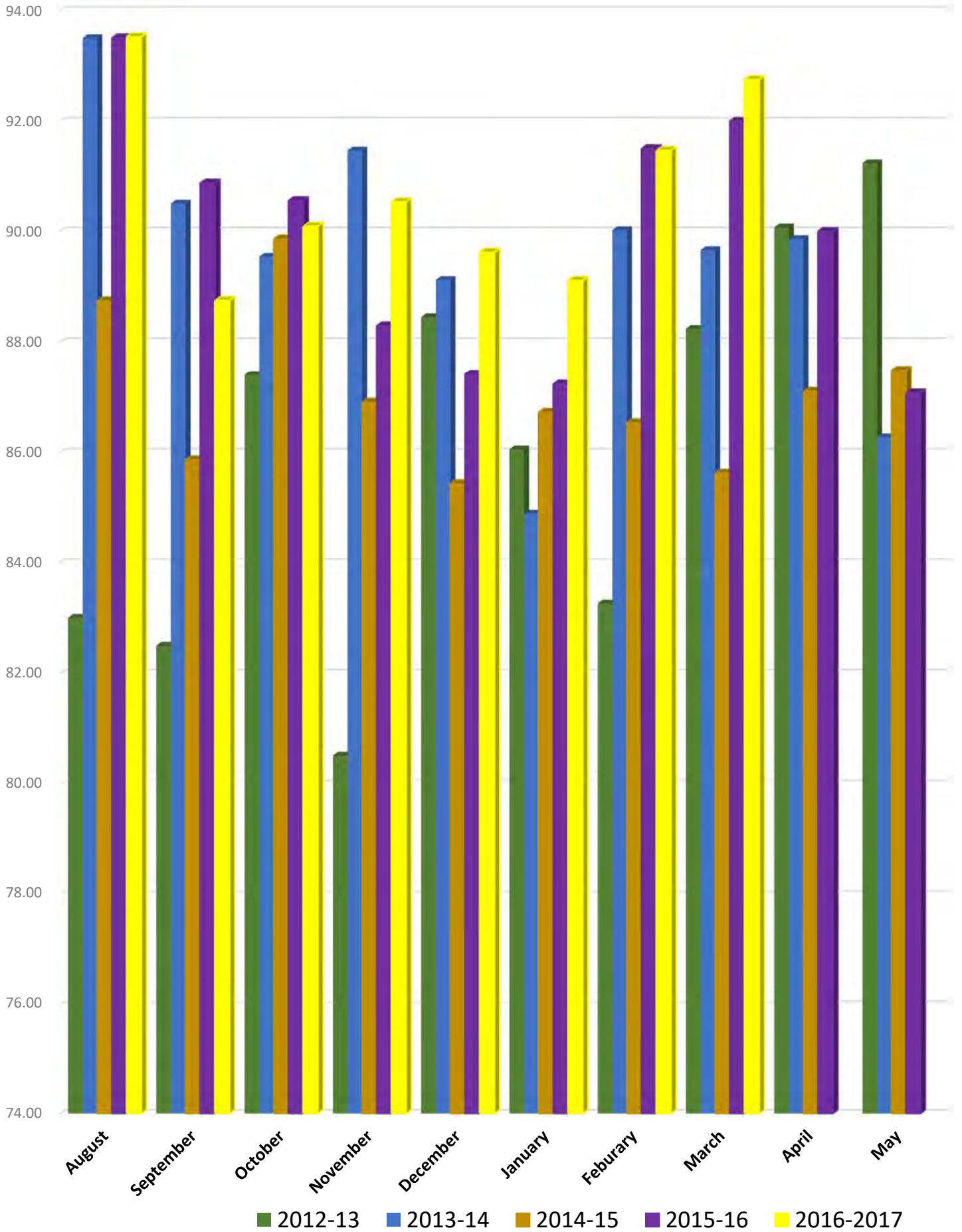
### Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
-	=	/	=	%

Circuit Breaker School			Absence Report				
		April		2017			
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	18	0	0	0	0	0.00%
2	2	18	0	4	0	4	22.22%
3	2	15	0	0	0	0	0.00%
4	9	18	0	0	0	0	0.00%
5	9	18	0	0	0	0	0.00%
6	9	18	0	0	0	0	0.00%
7	9	18	1	0	0	1	5.56%
8	44	18	1	1.5	0	2.5	13.89%
9	44	18	1	0	8	1	5.56%
10	44	18	0	0	0	0	0.00%
11	44	18	0	0	0	0	0.00%
12	44	18	2.5	0	0	2.5	13.89%
13	44	18	0	0	0	0	0.00%
14	44	18	1	0	0	1	5.56%
15	44	18	1	3	0	4	22.22%
16	44	18	0	2	0	2	11.11%
17	44	9	1	2	0	3	33.33%
18	79	5	0	0	0	0	0.00%
19	44	18	0	2	0	2	11.11%
20	82	18	0	0	0	0	0.00%
21	95	18	0	0	0	0	0.00%
22	120	18	0	0	0	0	0.00%
23	120	18	1	0	10	1	5.56%
24	120	18	0	0	0	0	0.00%
25	122	18	0	0	0	0	0.00%
26	122	18	1	0	0	1	5.56%
27	122	18	0	0	0	0	0.00%
28	122	18	0	0	0	0	0.00%
29	122	18	1	0	0	1	5.56%
30	122	18	0	0	0	0	0.00%
31	122	18	0	0	0	0	0.00%
32	122	18	0	1	0	1	5.56%
33	124	18	2	0	0	2	11.11%
34	124	18	0	1	0	1	5.56%
35	124	18	1	0	0	1	5.56%
36	125	18	0	0	0	0	0.00%
37	140	18	0	1	0	1	5.56%
38	140	18	2	0.5	0	2.5	13.89%
39	141	18	0	0	0	0	0.00%
40	141	18	0	0	0	0	0.00%
41	150	18	1	0	0	1	5.56%
42	150	18	0	1	0	1	5.56%
43	160	18	11.5	2	0	13.5	75.00%
44	150	18	0	0	0	0	0.00%
45	170	18	2	0	0	2	11.11%

46	185	18	4	0	0	4	22.22%
47	280	18	0	0	0	0	0.00%
48	280	18	1	0	8	1	5.56%
49	289	18	0	1	0	1	5.56%
50	289	18	0.5	0	0	0.5	2.78%
51	289	18	0	0	0	0	0.00%
52	289	18	0	0.5	0	0.5	2.78%
53	425	18	0	0	0	0	0.00%
54	425	18	1	5	0	6	33.33%
55	425	18	1	0	0	1	5.56%
56	535	18	0	0	0	0	0.00%
	Totals	983	38.5	27.5	26	66	6.71%

# CBS Attendance



# Circuit Breaker School April 2017 Behavioral Report

## Referrals by Problem Behavior

Major, Apr 1, 2017 - Apr 27, 2017

