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LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION

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Date: June 5, 2018

Time: 9:09 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2018-2019 Budget

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. Dr. Kristin School
5. Mr. Matt Seaton
6. Mr. Cleve Threadgill
7. Mr. Steve Wrobleski

Members absent: None

Also present

1. Ms. Mary Jane Chapman, Director

Summary of discussion:

Ms. Chapman shared the summary with the board. Overall, even with 4% pay increases and the budgeted increase insurance “premium”, there are slight reductions in the L.E.A.S.E Levy, Personnel Levy, and IDEA funds utilized by the cooperative. The overall budget increase is due to the addition of staff on behalf of member districts and an increase in IDEA funds flowing back to districts.

Motion made by: Mr. Threadgill

Motion: to close the public hearing

Motion seconded by: Dr. Malahy

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

Action: Passed

The public hearing was closed as 9:11 a.m.

Open Meeting Minutes

Date: June 5, 2018

Time: 9:12 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: Ms. Mary Jane Chapman

Members in attendance:

1. Brian DeBernardi
2. Dr. Sandy Malahy
3. Mr. Ted Sanders
4. Dr. Kristin School
5. Mr. Matt Seaton

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6. Mr. Cleve Threadgill
7. Mr. Steve Wroblewski

Members absent: none

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

Welcomed guests included Jayme Salazar, CBS Principal, and Julie O'Brien Smith, SLP Coordinator.

Informational/Discussion Items

Review the letter addressed to the Executive Committee

The board members received a letter written by the coordinators requesting the opportunity to be represented at each board meeting and give a monthly report. In addition, the letter requested that a personal day should not have to be requested in order to attend the meeting. Ms. Chapman shared a spreadsheet listing the names of each coordinator, along with the schools they serve.

Julie O'Brien-Smith explained that the letter was written with the intent of asking the board to attend monthly board meetings to provide a monthly coordinator report. Ms. Smith stated that the coordinators felt attending would also help create better communication and relationships with the board members. Ms. Smith told the board that the coordinators would like to each take a turn attending a meeting (rotate) and that coordinators would relay board information back to the staff. In reply to these comments, board members shared their concerns with Ms. Smith's comments. Concerns were 1.) allowing one department to attend meetings, while not including the other L.E.A.S.E. departments, 2.) ensuring that the coordinators understand that any issues they may have are discussed with Ms. Chapman and not presented to the board, 3.) questioned if the intention is to attend the board meeting or to present at the meeting and, 4.) being supportive of the cause and not giving the wrong message back to staff. The board did inform Ms. Smith that Ms. Chapman has done an excellent job of consistently giving them updates on the coordinators and what they have been accomplishing.

Ms. Smith asked the board to make an exception to the policy that states that a personal day, or day off, would have to be taken to attend the meeting. Board members all indicated that if an employee is asked to *present* at a board meeting, no time off would be required in order to attend the meeting.

Matt Seaton leaves meeting at 10:04 a.m.

The board discussed maybe changing board meeting time to evenings, but opted to take more time to think about this issue. Board members also stated that they would like to be allowed additional time to consider the request from Ms. Smith, as well.

Matt Seaton returns to meeting at 10:06 a.m.

CBS Monthly Report

Jayme Salazar shared her monthly report and reported that it was a good year and gave high praises for her staff. Ms. Salazar reviewed facts and highlights, which included that ODRs were down by 200 from last year. New criteria has been developed for giving referrals (falling asleep is now a referral, where in past years it wasn't) and because of this, referrals are up, mostly in the K-3rd grade

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levels. Finally, Ms. Salazar set goals to select a SEL curriculum, add parent workshops, and provide professional development on trauma-informed schools.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on May 1, 2018, April 2018 Bank Reconciliation; Bills and Financial Report; and the CBS student activity fund report.)

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

Motion made by: Mr. Threadgill

Motion: To approve the open and closed session minutes from the board meeting held on May 1, 2018, to approve the April, 2018 bank reconciliation, the bills, the financial report, and the CBS student activity fund report.

Motion seconded by: Dr. School

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

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2018-2019 budget.

Summary of discussion: There was no discussion. The public hearing was held earlier.

Motion made by: Dr. Malahy

Motion: to approve the L.E.A.S.E. 2018-2019 budget including the L.E.A.S.E. levy.

Motion seconded by: Mr. Threadgill

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

Action: Passed

Agenda item: Payment of June bills

Summary of discussion: Ms. Chapman explained that this request is being made so that L.E.A.S.E. can get all bills paid in the current fiscal year for grant purposes.

Motion made by: Mr. Threadgill

Motion: to pre-approve the June bills

Motion seconded by: Mr. Sanders

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

Action: Passed

Agenda item: Renewal of Group Dental, Vision and Life Insurance

Summary of discussion: Ms. Chapman told the board that she and Rick Klein, from The Horton Group, worked to keep these renewals low, with an overall estimated annual increase of \$3,928.56. There was a brief discussion as to whether or not L.E.A.S.E. staff should pay for some of this benefit, as many of the districts have staff that must incur some of these benefit expenses. However, it was decided that there would be no action at this time to change this benefit due to the employees adjusting to the medical insurance changes (increased premiums) starting this new fiscal year.

Motion made by: Mr. Seaton

Motion: to approve the renewal of group dental, vision and life insurance with The Horton Group

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Motion seconded by: Mr. Sanders

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

"Nays" – none.

Action: Passed

Agenda item: Approve the 2018-2019 Agreement with Peru Public Schools to provide breakfast and lunch for C.B.S. Students.

Summary of discussion: There is an increase in the cost of lunches for next year. Currently the cost is \$1.50 for breakfast, and \$2.25 for lunch. Due to the different requirements for meals for elementary and high school students, the prices next year will be: Elementary-\$1.50 for breakfast and \$2.35 for lunch; High School-\$1.50 for breakfast and \$2.65 for lunch. Ms. Chapman mentioned that this contract will need to be put up for bid next year.

Motion made by: Mr. DeBernardi

Motion: to approve the 2018-2019 agreement with Peru Public Schools to provide breakfast and lunch to C.B.S. students

Motion seconded by: Mr. Sanders

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

"Nays" – none.

Action: Passed

Agenda item: Approve the 2018-2019 L.E.A.S.E. Alliance Council and Executive Committee meeting calendar.

Summary of discussion: The calendar in the packet indicates meetings generally on the first Tuesday of the month, along with the date approved for the Alliance Council meeting. The August-September meetings have already been approved and are present for your information.

Due to the discussion held earlier in the meeting regarding possibly changing board meeting times to evening, the board will table this vote until the next meeting.

Agenda item: Approve the annually required resolution on establishing prevailing wage rates.

Summary of discussion: The most recent wage information from June 5, 2018 was presented in your packet.

Motion made by: Mr. Seaton

Motion: to adopt the following resolution.

WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and

WHEREAS, the aforesaid Act requires that the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) of LaSalle County investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said LaSalle County employed in performing construction of public works, for said LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.); and

Now, therefore, be it ordained by the Executive Committee of the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.), LaSalle County, Illinois, as follows:

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SECTION 1: To the extent and as required by “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the LaSalle/Putnam County Educational Alliance for Special Education is hereby ascertained to be the same as the prevailing rate of wages for construction work in the LaSalle County area as determined by the Department of Labor of the State of Illinois as of June 2018, a copy of that determination being attached hereto as Exhibit “A” and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of the LaSalle/Putnam County Educational Alliance for Special Education to the extent required by the aforesaid Act.

SECTION 3: The LaSalle/Putnam County Educational Alliance for Special Education shall publicly post or keep available for inspection by any interested party in the main office of the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) this determination or any revisions of such prevailing rate of wage.

SECTION 4: The LaSalle/Putnam County Educational Alliance for Special Education shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The LaSalle/Putnam County Educational Alliance for Special Education shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The LaSalle/Putnam County Educational Alliance for Special Education shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the LaSalle/Putnam County Educational Alliance for Special Education and is effective.

Motion seconded by: Mr. DeBernardi

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

Action: Passed

Agenda item: Accept the resignations of staff

Summary of discussion: Ms. Chapman announced that Susan McNelis has accepted a position as the Special Education Coordinator for Putnam County Schools.

Motion made by: Mr Seaton

Motion: to accept the resignation of Susan McNelis

Motion seconded by: Mr. Threadgill

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

Action: Passed

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Agenda item: Approve resolution: *Workplace Harassment Prohibited (5:20 E1)* and upon second reading, *Workplace Harassment Prohibited (5:20)*

Summary of discussion: Ms. Chapman explained that updates have been made and were discussed at last month's meeting.

Motion made by: Mr. Seaton

Motion: To approve resolution *Workplace Harassment Prohibited (5:20)* and upon second reading, *Workplace Harassment Prohibited (5:20)*.

Motion seconded by: Threadgill

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve upon second reading the following policy updates:

Summary of discussion: Ms. Chapman explained that she added Jayme Salazar to the grievance procedure as discussed last month, otherwise there are no changes. Ms. Salazar is added as an additional complaint manager.

Motion made by: Mr. Seaton

Motion: to adopt on second reading policies *Uniform Grievance Procedure (2:260)*; the new policy *Gifts to the Alliance (8:80)*.

Motion seconded by: Dr. Malahy

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Mr. Threadgill leaves meeting at 10:32 a.m.

Mr. Threadgill returns to meeting at 10:33 a.m.

Motion to Adjourn to Closed Meeting

Date: June 5, 2018

Time: 10:33 a.m.

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

Motion was made by: Mr. Sanders

And seconded by Mr. DeBernardi

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Alliance or legal counsel for the Alliance, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Alliance to determine its validity and

The possible review of unreleased closed session minutes

Closed Meeting Roll Call: "Yeas" – Sanders, DeBernardi, Malahy, School, Seaton, Threadgill and Wroblewski
"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:51 a.m.

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Motion to Return to Open Meeting

A motion was made by Mr. Threadgill

And seconded by Dr. School

To return to open meeting

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

Action: Passed

Anticipated Action Items After Closed Session

Approve a resolution regarding written closed session minutes for public release.

Summary of discussion: As discussed in Closed Session

Motion made by Mr. Threadgill

Motion: To adopt the following resolution:

WHEREAS: every six months the L.E.A.S.E. Executive Committee, as required by law, reviews all non-released, written closed session minutes for consideration of public release and . . .

WHEREAS: minutes of meetings closed to the public shall be made available to the public after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and . . .

WHEREAS: several written closed session minutes are deemed to be acceptable for public release, therefore be it formally . . .

RESOLVED: to release for public review the closed session minutes from *April 10, 2018, January 9, 2018, and March 6, 2018.*

and not release the closed session minutes from *February 10, 2011; September 3, 2013; December 3, 2013 and March 1, 2016, February 7, 2017, April 4, 2017 and May 2, 2017, July 11, 2017, August 7, 2017, September 5, 2017 and February 6, 2018* due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: Dr. School

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

Action: Passed

Information items

Required annual summary report on compliance issues in the Cooperative

Mary Jane Chapman reported that this is the first years we have only had one compliance issue to report.

Review of Spring 2018 Professional Development Activities sponsored by L.E.A.S.E. and a preliminary look at the Fall 2018 Proposed Professional Development.

Ms. Chapman informed the board that the Steering Committee has met and had a good discussion and decided that L.E.A.S.E. will offer only the initial autism workshop next year. The training workshops on autism for general education teachers will be held twice during the school year. L.E.A.S.E. will once again offer a special education legal administrators academy on Student Mental Health issues in Special Education. The committee is working on offering some refresher PBIS and

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some general behavior workshops that will be added at a later date. Ms. Chapman explained that L.E.A.S.E. is working with R.O.E. on the PBIS refresher class.

September 27, 2018 L.E.A.S.E. Alliance Council Meeting planning and discussion of the Alliance Council and Executive Committee vacancies to be filled at the meeting.

Ms. Chapman informed the Executive Committee that they need to talk about who they want to recommend to the Alliance Council to fill the vacancies for next year. Also discussed was what board member would be willing to contact those individuals in order to take action on the recommendation in August or September. It was announced that Dr. Lisa Parker has already agreed to serve. After additional discussion, it was decided to approach Carl Carlson and Jodi Moore to see if they would want to fill one of the two remaining open seats. Matt Seaton volunteered to contact these two candidates.

Update on recent V.O.I.C.E. / legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives

- The IDEA grant application is not open yet. Everything is almost ready to send to districts; once it's finalized Ms. Chapman will send it out so districts can have some planning time before the grant opens.
- Summer Autism training is next week. If you have a chance to come over for a quick visit, it really is something to see.
- Power IEP is now called "Embrace".

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Threadgill

Motion seconded by Dr. School

A voice vote indicated all ayes.

Action: Passed

Time of adjournment: 11:06 a.m.

Post Meeting Action

Date minutes approved:

Date minutes were available for public inspection:

Date minutes were posted on Alliance website: