

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

Date: July 10, 2018

Time: 9:05 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. Mr. Brian DeBernardi
2. Mr. Ted Sanders
3. Dr. Kristin School
4. Mr. Cleve Threadgill
5. Mr. Steve Wrobleski

Members absent:

1. Dr. Sandy Malahy
2. Mr. Matt Seaton

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

Julie O'Brien Smith, L.E.A.S.E. SLP Coordinator

Public Comment by Guest

Julie O'Brien-Smith asked the board to revisit her request from the last meeting seeking permission from the board to have coordinator representation at board meetings, in addition with being able to attend the board meetings while on company time. The board thanked Ms. O'Brien-Smith for her comments.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on June 5, 2018, May 2018 Bank Reconciliation; Bills and Financial Reports), CBS student activity fund report and the destruction of closed session tape recorded minutes from January 10, 2017.

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

Motion made by: Mr. DeBernardi

Motion: To approve the open and closed session minutes from the board meeting held on June 5, 2018, to approve the May, 2018 bank reconciliation, the bills, the financial reports, the CBS student activity fund report and the destruction of closed session tape recorded minutes from January 10, 2017.

Motion seconded by: Mr. Threadgill

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

“Nays” – none.

Action: Passed

Agenda Item: First reading of the following policy updates: *Accounting and Audits (4:80)*

Summary of Discussion: Ms. Chapman told the board that additions to the policy *Accounting and Audits (4:80)* include a statement regarding reporting financial information to the board, in addition to updated references. The associated procedures that will be presented next month will be new.

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

Summary of Discussion: Ms. Chapman explained to the board that there are no changes from the schedule that was presented to the board at the June 5, 2018 meeting. The calendar reflects meetings the first Tuesday of the month with the exception of January, as many districts are not back from break on the first Tuesday. Ms. Chapman noted that she had received an email that the Superintendent’s monthly meetings will start earlier this year. (These meetings are on the same day as the L.E.A.S.E. board meetings.) Discussion was held on starting the board meetings earlier, however, members opted to keep the start time at its current 9:00 a.m.

Motion made by: Dr. School

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

Motion seconded by: Mr. Sanders

Roll Call: “Yeas” – School, Sanders, Threadgill, Wrobleski and DeBernardi

“Nays” – none.

Action: Passed

Agenda Item: Approve a contract with the Kankakee Area Special Education Cooperative for Vision Itinerant services for FY19

Summary of Discussion: Ms. Chapman informed the board that this contract is to serve students at Seneca Elementary. After speaking with Eric Misener, he requested that L.E.A.S.E. pay the bill to KASEC (Kankakee Area Special Education Cooperative) and include these charges with his regular billing. Ms. Chapman told the board that 100% of these costs will be paid by Seneca Elementary. Ms. Chapman noted that it may be possible to use KASEC if additional services were needed for L.E.A.S.E. She also informed the board that it is very difficult to hire for this position.

Motion made by: Dr. School

Motion: Approve the contract with Kankakee Area Special Education Cooperative for Vision and Itinerant services for FY19

Motion seconded by: Mr. Threadgill

Roll Call: “Yeas” – School, Threadgill, Wrobleski, DeBernardi and Sanders

“Nays” – none.

Action: Passed

Agenda Item: Approve a contract with Julie Yglesias (COMS) for Orientation and Mobility Services for FY19.

Summary of Discussion: Ms. Chapman announced that services will be needed by Julie Yglesias for one day per week at a rate of \$65 per hour. Costs associated with this service would be split by the districts who are using this service.

Motion made by: Mr. DeBernardi

Motion: Approve a contract with Julie Yglesias (COMS) for Orientation and Mobility Services for FY19.

Motion seconded by: Mr. Sanders

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

"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: July 10, 2018

Time: 9:30 a.m.

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

Motion was made by: Mr. Sanders

And seconded by: Dr. School

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.

Closed Meeting Roll Call: "Yeas" – Sanders, School, DeBernardi, Threadgill and Wrobleski

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting at 9:41a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Threadgill

And seconded by Mr. DeBernardi

To return to open meeting

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda Item: Anticipated Action Items After Closed Session

Approve a resolution regarding a request for FMLA leave

Summary: As discussed in Closed Session.

Motion made by: Mr. Threadgill

Motion: Adopt a resolution granting FMLA for Sarah Monroe

WHEREAS Sarah Monroe, Cross Categorical Coordinator, has requested paid leave time and “Family Medical Leave Act” unpaid leave time for an anticipated absence associated with the birth of a child, and . . .

WHEREAS L.E.A.S.E. policy and the “Family Medical Leave Act” allows for the use of both paid leave and unpaid leave for an absence associated with childbirth, therefore be it .

RESOLVED: to approve Sara Monroe’s request for the use of 25 days of paid leave time and up to 30 days of unpaid “Family Medical Leave Act” time associated with the anticipated birth of a child, with no change in daily work hours, to begin on or around October 22, 2018.

Motion seconded by: Mr. Sanders

Roll Call: “Yeas” – Threadgill Sanders, Wroblewski, School and DeBernardi

“Nays” – none.

Action: Passed

Approve a resolution to hire staff

Summary: As discussed in Closed Session

Motion made by: Mr. Sanders

Motion: Adopt a resolution to hire staff

WHEREAS a vacancy exists for a Circuit Breaker School Teacher and . . .

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

RESOLVED to employ Susan Kubera for the 2018-19 school year at step C-15 on the hiring schedule as a C.B.S. Teacher.

Motion seconded by: DeBernardi

Roll Call: “Yeas” – Sanders, DeBernardi, School, Threadgill, and Wroblewski

Action: Passed

Information/Discussion Items

IDEA Grant Update

The IDEA grants have been submitted. Ms. Chapman explained that she expects there will be some districts that will making corrections, but she had to submit a substantially approvable grant by June 30th in order to be able to commit funds on July 1st. Ms. Chapman told the board that she will probably have to amend the IDEA Grant.

Proposed Billing Format

Ms. Chapman told the board that she has a very preliminary format for billing created and that she would like feedback from the board members. Ms. Chapman explained that this new billing format needs some explanations. (i.e. the figures that are plugged in are currently just estimates). The board would like to see last year's numbers entered, but otherwise was pleased with the format.

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

- The water at the C.B.S. building now tests with acceptable limits for lead.
- A New Administrator Workshop is tentatively scheduled for August 1st. This workshop is an overview of L.E.A.S.E. structure and services.
- The L.E.A.S.E. Annual Report will be distributed next week via email.

Non-Agenda Items from the Executive Committee/Director

Coordinator Search

Ms. Chapman told the board that the search is continuing for a coordinator. As a last resort, Ms. Chapman said there is a coordinator who is now retired that can work part time (no more than 120 days) if needed.

Autism Workshop Comments

Ms. Chapman shared some comments that were received from participants of the Autism Workshop that was held in early June. All comments were positive and praised the team for a job well done.

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: 10:53 a.m.

Post Meeting Action

Date minutes approved: Aug. 7, 2018

Date minutes were available for public inspection: Aug. 7, 2018

Date minutes were posted on Alliance website: Aug. 7, 2018