

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

Date: August 7, 2018

Time: 9:04 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. Sandra Malahy
3. Mr. Ted Sanders
4. Dr. Kristin School
5. Mr. Matt Seaton (arrived at 9:12 a.m.)
6. Mr. Cleve Threadgill
7. Mr. Steve Wrobleski

Members absent: none

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

There are none.

Agenda item: Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on July 10, 2018, June 2018 Bank Reconciliation; Bills and Financial Reports), 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 July 10, 2018, to approve the June, 2018 bank reconciliation, the bills, the financial reports and the CBS student activity fund report.

Motion seconded by: Dr. Malahy

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

"Nays" – none.

Action: Passed

Agenda item: Approve upon second reading the following policy updates: *Accounting and Audits (4:80)*

Summary of Discussion: Ms. Chapman informed the board that the revision to the policy for the first reading was presented at last month's meeting. Ms. Chapman informed the board that the update in this policy is the addition of language regarding what financial information needs to be present to the board.

Motion made by: Mr. DeBernardi

Motion: to accept the second reading of policy revisions for *Accounting and Audits (4:80)*.

Motion seconded by: Dr. School

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

"Nays" – none.

Actions: Passed

Agenda item: Approve a change from September 27, 2018 TO September 24, 2018 for the Alliance Council Meeting.

Summary of Discussion: Ms. Chapman explained that the meeting needs to be changed and the board will need to approve this. The venue where the meeting will be held, Celebrations, has already agreed to hold the date of September 24th for us. Once approved, the board meeting dates, along with the Alliance Committee Meeting, will be posted in the newspaper.

Motion made by: Dr. Malahy

Motion: to accept the date of September 24 2018 for the Alliance Council meeting.

Motion seconded by: Mr. Sanders

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

"Nays" – none.

Actions: Passed

Agenda item: Accept resignation of staff

Summary of discussion: Ms. Chapman informed the board that she received the resignation from Ginger Murray, who is a CBS Aide. The effective date of her resignation will be October 15, 2018.

Motion made by: Mr. Sanders

Motion: to accept the resignation of Ginger Murray.

Motion seconded by: Dr. School

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

"Nays" – none.

Actions: Passed

Motion to Adjourn to Closed Meeting

Date: August 7, 2018

Time: 9:07 a.m.

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

Motion made by: Dr. School

And seconded by Mr. Sanders

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.

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

Actions: Passed

Time of adjournment of closed meeting and return to open meeting: 9:10 a.m.

Motion to Return to Open Meeting

Motion made by Mr. Threadgill

Motion: To return to Open Meeting

And seconded by Mr. DeBernardi

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

Action: Passed

Anticipated Action Items After Closed Session

Approve resolutions to hire staff

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. DeBernardi

Motion: to adopt the following resolutions

WHEREAS a vacancy exists for a cross categorical coordinator and . . .

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

RESOLVED to employ Kimberly Payton as a cross categorical coordinator at an annual rate of \$75,000 for the 2018-19 school year.

Motion seconded by: Mr. Sanders

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

Action: Passed

Information Items

Mr. Seaton enters meeting at 9:12 a.m.

ISBE Correspondance regarding IDEA funds for FY20

Ms. Chapman emailed the ISBE documents regarding the upcoming changes to how IDEA money flows to districts, and included another copy with the packet. Ms. Chapman informed the board that these changes will require L.E.A.S.E. to make constitutional changes along with many policy changes. The cooperative will need to do a complete overhaul of expenditure and revenue accounts prior to developing a budget for FY20. It was explained to the board by Ms. Chapman that IDEA grant funds will not flow through L.E.A.S.E., but instead the districts will receive the funds directly to them. Ms. Chapman shared spreadsheets of estimated billing based on different options

Matt Seaton leaves meeting at 9:14 a.m.

Matt Seaton re-enters meeting at 9:15 a.m.

Revised district billing proposal

Mr. Threadgill leaves meeting at 10:02 a.m.

Mr. Threadgill re-enters meeting at 10:04 a.m.

Ms. Chapman will meet with superintendents one-on-one to inform them on upcoming changes regarding the billing and IDEA grant.

Mr. Seaton leaves meeting at 10:19 a.m.

Mr. Seaton re-enters meeting at 10:21 a.m.

Report on updated/new procedures as follows

Checklist for Internal Controls (4:80 API) is a new procedure designed to keep up in compliance with GATA requirements for federal funding. *Fraud, Waste and Abuse Awareness (4:80 AP2)* is also a new procedure for GATA compliance and *Early Retirement (5:340 API)* now will read that the retirement cap from 6% to 3%.

Non-Agenda Items from the Executive Committee/Director

Ms. Chapman announced that the workshop for new special education, along with other new teachers, was held at the L.E.A.S.E. building on Monday, Aug. 6, 2018. The workshop had very good attendance.

Ms. Chapman informed the board that the audit was conducted and went well. However, there was one area of concern that needs to be addressed. Ms. Chapman explained that we pay our 10 month staff (those opting for 12 pays annually) for July and August in June. This is done because grant funds are used to pay these salaries and need to be spent within the fiscal year. However, the new bookkeeping system expensed the corresponding health insurance amounts in June even though they weren't paid until July and we overbilled the districts. Ms. Chapman discussed whether to offset the overage, or refund the districts by cutting them a check.

Approval of Motion to Adjourn

Motion to adjourn made by Dr. School

Motion seconded by Mr. DeBernardi

A voice vote indicated all ayes.

Action: Passed

Time of adjournment: 10:28 a.m.

Post Meeting Action

Date minutes approved: Sept. 4, 2018

Date minutes were available for public inspection: Sept. 4, 2018

Date minutes were posted on Alliance website: Sept. 4, 2018