

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION

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Open Meeting Minutes

Date: September 2, 2014

Time: 9:00 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:

Members in attendance:

1. Dr. Jim Carlson
2. Mr. Dan Marena
3. Dr. Kristen School
4. Mr. Matt Wilkinson
5. Mr. Matt Winchester
6. Mr. Wade Winekauf

Members absent: none

1. Mrs. Mary Pat Baima

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Christan Schrader, Assistant Director

Reception of Guests and Visitors and provide Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda: Open and Closed Session Minutes from the Board meeting held on June 3, 2014; Destruction of the December 4, 2012, the January 8, 2013 and the February 5, 2013 tape recorded closed session minutes; May, June and July 2014 Bank Reconciliations; June, July, and August Bills, June Statement of Position and June and July Investment Reports and CBS Student Activity Fund Report.

Summary of discussion: Ms. Chapman shared that we changed bookkeeping software this summer and are still working on getting the July expenditures entered into the new system. Because of that, we only have a statement of position available for June. July and August will be available at the next meeting.

Motion made by: Dr. Carlson

Motion: To approve the open and closed session minutes from the Board meeting held on June 3, 2014; to approve the destruction of the December 4, 2012, the January 8, 2013 and the February 5, 2013 tape recorded closed session minutes; to approve the May, June and July 2014 Bank Reconciliations; to approve the June, July, and August 2014 Bills; to approve the June Statement of Position, and the June and July Investment Reports and to approve the C.B.S. Student Activity Fund Report.

Motion seconded by: Mr. Marena

Roll Call: "Yeas" – Carlson, Marena, School, Wilkinson, Winchester and Winekauf

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the Administrative Salary and Benefits document for posting on the L.E.A.S.E. website.

Summary of discussion: Ms. Chapman shared the L.E.A.S.E. administrator's and teacher's salary compensation and benefit reports for posting on our website. She noted this was in the same format we have used since this requirement was implemented.

Motion made by: Dr. Carlson

Motion: to approve the Administrative and Teacher Salary and Benefits documents for posting on the L.E.A.S.E. website.

Motion seconded by: Mr. Winchester

Roll Call: "Yeas" – Carlson, Winchester, Marena, School, Wilkinson and Winekauf

"Nays" – none.

Action: Passed

Agenda item: Approve the recommended candidates to replace outgoing Executive Committee members to present to the Alliance Council.

Summary of discussion: Ms. Chapman shared the recommended slate of new Executive Committee members.

Sandra Malahy (Unit District)

John Suarez (Elementary District)

Cleve Threadgill (Elementary District)

Steve Wrobleski (High School District)

Motion made by: Mr. Winchester

Motion: to approve the recommended slate of new L.E.A.S.E. Executive Committee Board members for Alliance Council consideration.

Motion seconded by: Dr. Carlson

Roll Call: "Yeas" – Winchester, Carlson, Marena, School, Wilkinson and Winekauf

"Nays" – none.

Action: Passed

Agenda item: Approve IDEA funding for a credit recovery program at Circuit Breaker School and for the new vision itinerant teacher.

Summary of discussion: Ms. Chapman shared that a proposal was included in your packet for an additional credit recovery program for CBS. One of the benefits to member districts if we were able to offer credit recovery is that students could graduate earlier if they were allowed the opportunity to earn extra credits, saving tuition costs. The investment for the first year would be \$4200 due to training requirements. Subsequent years would be \$3000. She proposed using IDEA funds to pay for this additional service so as not to affect tuition charges.

Ms. Chapman shared that when the Executive Committee approved the hiring of an additional Vision Itinerant teacher, she neglected to obtain approval for additional IDEA funding to offset the costs of the addition. Currently we use \$15,000 in IDEA funds for Brenda Booker's costs and she proposed we allocate another \$15,000 to offset the costs of Dana Brosso.

Motion made by: Mr. Winchester

Motion: to approve the use of an additional \$4,200 in IDEA funds to support an on-line credit recovery program at C.B.S. and to approve the use of an additional \$15,000 in IDEA funds to offset the district costs for vision services.

Motion seconded by: Mr. Winekauf

Roll Call: "Yeas" – Winchester, Winekauf, Carlson, Marena, School and Wilkinson

"Nays" – none.

Action: Passed

Agenda item: Approve a request for proposals for auditor services

Summary of discussion: Ms. Chapman shared that we just completed the third year of a three year contract for auditing services. Because Roenfeldt and Lockas are unsure if they will be able to offer their services for another three years, we need to go out to bid for these services. She welcomed suggestions from the Executive Committee of firms to send the request for proposals.

Motion made by: Mr. Wilkinson

Motion: to approve a request for proposal for auditor services.

Motion seconded by: Dr. Carlson

Roll Call: "Yeas" – Wilkinson, Carlson, Marena, School, Winchester and Winekauf

"Nays" – none.

Action: Passed

Agenda item: Accept the resignations of L.E.A.S.E. staff.

Summary of discussion: Ms. Chapman shared that Aurora Medina has submitted her resignation so that she can complete her social work internship.

Motion made by: Mr. Winchester

Motion: to accept the resignation of Aurora Median as a para-professional for Circuit Breaker School effective August 20.

Motion seconded by: Mr. Winekauf

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: September 2, 2014

Time: 9:21 a.m.

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

Motion was made by: Mr. Marena

And seconded by Mr. Winchester

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" – Marena, Winchester, Carlson, School, Wilkinson and Winekauf

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:24 a.m.

Motion to Return to Open Meeting

A motion was made by Dr. Carlson

And seconded by Mr. Winekauf

To return to open meeting

Roll Call: "Yeas" – Carlson, Winekauf, Marena, School, Wilkinson and Winchester

"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: Dr. Carlson

Motion: To adopt the following resolutions:

WHEREAS due to recent resignations, a vacancy exist for C.B.S. Paraprofessional and . . .

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

RESOLVED to employ Jeanne Cook (\$26,048), for the 2014-15 school year.

Motion seconded by: Mr. Marena

Roll Call “Yeas” – Carlson, Marena, School, Wilkinson, Winchester and Winekauf
“Nays” – none.

Action: Passed

Motion made by: Mr. Winchester

Motion: To adopt the following resolution:

WHEREAS due to recent resignations, a vacancy exist for C.B.S. Paraprofessional and . . .

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

RESOLVED to employ Alicia Farmer (\$21,577), for the 2014-15 school year.

Motion seconded by: Mr. Wilkinson

Roll Call “Yeas” – Winchester, Wilkinson, Carlson, Marena, School and Winekauf
“Nays” – none.

Action: Passed

Motion made by: Mr. Winekauf

Motion: To adopt the following resolution:

WHEREAS due to recent resignations, a vacancy exist for C.B.S. Paraprofessional and . . .

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

RESOLVED to employ Kate Fox (\$21,577), for the 2014-15 school year.

Motion seconded by: Dr. Carlson

Roll Call “Yeas” – Winekauf, Carlson, Marena, Wilkinson and Winchester
“Nays” – none.

“Abstain” - School

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Schrader shared that all CBS teachers came in over the summer and moved their classrooms to get ready for the new school year. The move went very well. The Peru School District is now providing lunches at CBS and they are off to a great start. Classroom walk-throughs will begin in September and occur bi-weekly. In the Superintendent folder we are asking for SIS contacts in order to enter CBS student enrollment, courses and grades.

Ms. Chapman noted the roof, windows and lighting have all been substantially completed. We were also able to add the new ceiling to the gym within budget so that we no longer have insulation falling from the ceiling. The roofers should be finishing the metal flashing today, then the construction project will be complete.

Summary of Coordinator Activities for 2013-2014

Mrs. Schrader reported that during 2013-2014 the L.E.A.S.E. Coordinators attended 238 I.E.P. meetings, completed 119.5 teacher evaluations and provided 81 workshops with 62% of those being district-level trainings. Coordinators continue to review IEP content including beginning and end dates, and bell to bell minutes. They continue to work with teachers to correct any errors, most of which are dates errors

Report of past and upcoming Professional Development Activities sponsored by L.E.A.S.E.

Ms. Chapman noted that she included in the packet a calendar of upcoming events at L.E.A.S.E. This document changes often and the most current information is posted on our website. All workshop registrations are now done through the website. This list is included in all Superintendent packets. We will be putting out a list of trainings we can provide.

Report on the status of the L.E.A.S.E. audit

The audit should be ready to be presented during the October Executive Committee Meeting. All indications are that there were no problems.

Report on IDEA Flow Through and Part B grant status

Ms. Chapman shared that she has received the final allocations for the IDEA grants. The preschool grant increased by \$1753, and the regular IDEA grant was increased by \$1265. The overall grant funds we have written for have decreased due to the change in federal TRS from 35.41% to 33%. We also had more carry forward funds than anticipated, bringing our reserve funds to \$512,799.

Ms. Chapman indicated that she had submitted the last of MOE to the State on August 29. She is waiting for approval before we can submit amendments. Mrs. Schrader will send an email today letting districts know that the IDEA Grant is now open for amendments.

Report on the concluded Executive Committee terms for Mr. Marena, Dr. School, Mr. Winchester and Mr. Winekauf and report on our upcoming September 9, 2014 L.E.A.S.E. Alliance Council meeting;

Ms. Chapman thanked Mr. Marena, Dr. School, Mr. Winchester and Mr. Winekauf for their service to the cooperative as Executive Committee members. Next week is the annual Alliance Council meeting, and after a short business meeting to elect a new Alliance Chair and Secretary along with new Executive Committee members, Susan Bruner will present some of the changes at CBS and share some of the school wide data.

Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new positions for the 2014-2015 school year

Ms. Chapman reported that Cooperative-wide, there are a total of 75 personnel changes. Of those, 9 are new positions, 6 positions have been eliminated and we still have 2 positions vacant.

V.O.I.C.E./legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives update;

- ISBE has posted a new Mediation Brochure on their website that includes contact information for either a district or parents to request mediation for disagreements related to special education services.
- *Special Education Medical Review Training for Registered Nurses.*
The 6 week fall session beginning in October is already full. Enrollment for winter and spring sessions begins September 2, 2014. New applications should be sent via email only to Jgerdes@isbe.net. Districts that need to enroll an RN in this course should direct the nurse to complete the required documentation.
- As you are finalizing your budgets, please make sure you keep local funding at least level for special education programs to avoid future issues with maintenance of effort.
- The annual fall IAASE conference takes place in a couple of weeks, most often ISBE representatives provide updates during the Board meeting. Ms. Chapman will be participating in the Board Meeting as will Mrs. Schrader as the Region 2 Representative. All of the L.E.A.S.E. coordinators, Christan and Mary Jane will be attending the conference.
- We have openings in our Circuit Breaker School Program.
- Coordinators should be contacting you about the opportunity to meet and go over the beginning of the year folders. All information requested is due back to L.E.A.S.E. September 19th.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Marendia

Motion seconded by Dr. Carlson

Action: Passed

Time of adjournment: 9:47 a.m.

Post Meeting Action

Date minutes approved: October 7, 2014

Date minutes were available for public inspection: October 7, 2014

Date minutes were posted on Alliance website: October 7, 2014

LaSalle /Putnam County Educational Alliance for Special Education

Susan A. Bruner, Principal
Circuit Breaker School
2233 6th 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/August

Date: August 21, 2014

We are beginning the school year with 30 students. 1 student has temporary placements elsewhere.

The month of August has brought many changes to Circuit Breaker. Both the middle school and high school teachers will be splitting students and classes in a departmentalized way. This will allow for leveled instruction, fewer classes for which to plan, and increased time for group direct instruction.

Planning has begun with staff and consultation from resources throughout the county to build and align the CBS curriculum. Efforts have already begun with a focus on Language Arts. PE and health are also being realigned to ensure teaching of lifelong health and fitness with an emphasis on strong instruction including assessment components.

PBIS began its kickoff this year with the first three days of school dedicated to teaching and modeling expected behaviors. Students then celebrated on the third day by competing in catapult contests and enjoying a school-wide magic show.

Administration has tailored a walk-through app to mirror the domains of the newly implemented teacher evaluation. Walk-throughs will begin in September and occur bi-weekly.

Finally, professional development has been scheduled for the year to include topics targeted by the CBS Leadership Team as priorities including Universal Design and Differentiation, PBIS, Curriculum Development, and IEP writing.

CBS Monthly Statistic Report for August 2014

- | | |
|---|----|
| 1. New students enrolled for the first time this month: | 3 |
| 2. Total of all students who were on CBS rolls at anytime this month: | 30 |
| 3. Number of students on rolls at end of month: | 30 |
| 4. Number of boys on rolls at end of month: | 29 |
| 5. Number of girls on rolls at end of month: | 1 |

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	LaSalle Elem. #122	8.20.14
Boy	LaSalle Elem. #122	8.20.14
Boy	Leland Comm. Unit. #1	8.20.14
Boy	Ottawa H.S. #140	8.21.14

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	Streator Elem #44	5.26.14

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>
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Attendance Summary:

Total Days Excused & Unexcused		Alternative Educational Placements			Total Days Absent		Total Days Present		Percent of Absenteeism
8	-	2	=		6	/	57	=	10.53%

Circuit Breaker School			Absence Report				
August			2014				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	2	0	0	0	0	0.00%
2	2	2	0	0	0	0	0.00%
3	2	2	0	0	0	0	0.00%
4	9	2	0	0	0	0	0.00%
5	44	2	0	0	2	0	0.00%
6	44	2	0	0	0	0	0.00%
7	44	2	0	0	0	0	0.00%
8	65	2	0	0	0	0	0.00%
9	120	2	0	0	0	0	0.00%
10	120	2	0	0	0	0	0.00%
11	120	2	0	0	0	0	0.00%
12	120	2	0	0	0	0	0.00%
13	122	2	0	0	0	0	0.00%
14	122	2	0	1	0	1	50.00%
15	122	2	0	0	0	0	0.00%
16	122	2	0	0	0	0	0.00%
17	124	2	0	0	0	0	0.00%
18	124	2	0	0	0	0	0.00%
19	124	2	0	0	0	0	0.00%
20	140	2	1	0	0	1	50.00%
21	140	2	1	0	0	1	50.00%
22	140	2	1	0	0	1	50.00%
23	140	1	0	0	0	0	0.00%
24	141	2	0	0	0	0	0.00%
25	150	2	0	0	0	0	0.00%
26	150	2	0	0	0	0	0.00%
27	210	2	0	0	0	0	0.00%
28	280	2	0	1	0	1	50.00%
29	289	2	0	0	0	0	0.00%
30	535	2	0	1	0	1	50.00%
	Totals	57	3	3	2	6	10.53%

STATUS OF BEHAVIORAL INCIDENT REPORTS						
2014-2015 School Year						
	Bodett	Ficek	Hohmann	Staab	Thorson	Total
Physical Restraint						0
To the Floor						
Not to the Floor						
Time Out						0
Injury/Medical						0
Damages						0
Left Classroom						0
Left Building						0
Learning						0
Other						0