

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

Open Meeting Minutes

Date: January 7, 2020

Time: 9:13 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. Brian DeBernardi

Roll call indicated

Members in attendance:

1. Mr. Carl Carlson
2. Mr. Brian DeBernardi
3. Mrs. Kristi Eager
4. Mr. Michael Pillion
5. Mr. Chuck Schneider
6. Dr. Kristin School

Members absent: Dr. Jodi Moore

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on December 3, 2019; November 2019 Bank Reconciliation; Bills, Investment Report and Financial Statements. There is no destruction tape-recorded closed session minutes to destroy).

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

Motion made by: Mrs. Eager

Motion: To approve the open session minutes and closed session minutes from the board meeting held on December 3, 2019, to approve the November 2019 bank reconciliation and to approve the bills, investment report, and financial report. There are no tape-recorded closed session minutes to destroy.

Motion seconded by: Mr. Carlson

Roll Call: "Yeas" – Eager, Carlson, DeBernardi, Pillion, Schneider and School

"Nays" – none

Action: Passed

Remaining Agenda Items

Agenda item: Authorize the Director to prepare the 2020-2021 budget.

Summary of discussion: The resolution was included in the packet to authorize the budgeting and grant process for FY 2021. This is an annual requirement so that Ms. Chapman can submit the IDPH grant proposals when/if it becomes available.

Motion made by: Mr. Schneider

Motion: To adopt the following resolution:

WHEREAS it has been the past practice of the L.E.A.S.E. Executive Committee to approve the preparation of the L.E.A.S.E. budget and grants annually, and ...

WHEREAS it is necessary to begin the budgeting and grant process for the next school year, therefore be it...

RESOLVED to authorize the Director to prepare the L.E.A.S.E. budget and make the necessary grant applications.

Motion seconded by: Dr. School

Roll Call: "Yeas" – Schneider, School, Carlson, DeBernardi, Eager and Pillion
"Nays" – none.

Action: Passed

Agenda item: Approve the second reading of the updated policy 4:80 as follows:

Summary of discussion: As discussed at last month's meeting, our auditor recommends approving this policy retroactively to reduce confusion with the auditing process.

Motion made by: Mr. Pillion

Motion: to approve on the second reading revisions to the policy 4:80 *Accounting and Audits* and to make this policy retroactive as of July 1, 2019.

Motion seconded by: Mrs. Eager

Roll Call: "Yeas" – Pillion, Eager, Carlson, DeBernardi, Schneider, and School
"Nays" – None

Agenda item: Approve the second reading of the updated/new policies as follows:

Summary of discussion: Ms. Chapman reported that there were no changes to these policies since the last meeting. All updates are PRESS recommended changes.

Second reading of changes include the following L.E.A.S.E. policies: 2:20 *Powers & Duties*; 2:100 *Member Conflict of Interest*; 2:105 *Ethics and Gift Ban*; 2:200 *Types of Meetings*; 2:260 *Uniform Grievance Procedure*; 4:15 *Identity Protection*; 4:60 *Purchases and Contracts*; 4:80 *Accounting and Audits*; 5:10 *Equal Employment Opportunity & Minority Recruitment*; 5:20 *Workplace Harassment Prohibited*; 5:30 *Hiring Process and Criteria*; 5:50 *Drug-and Alcohol-free Workplace*; 5:90 *Abused and Neglected Child Reporting*; 5:120 *Employee Ethics Conduct and Conflicts*; 5:250 *Leaves of Absence, Sick Days, Personal Days, Vacation Days and Holidays*; 5:290 *Employee Termination and Suspensions*; 5:330 *Leave of Absence*; 6:60 *Curriculum Content*; 6:150 *Home and Hospital*

Instruction; 7:20 Harassment of Students Prohibited; 7:150 Agency and Police Interviews; 7:270 Administering Medications and 8:30 Visitors to and Conduct on School Property;

Motion made by: Mr. Pillion

Motion: to approve on the second reading revisions to the policies 2:20 *Powers & Duties*; 2:100 *Member Conflict of Interest*; 2:105 *Ethics and Gift Ban*; 2:200 *Types of Meetings*; 2:260 *Uniform Grievance Procedure*; 4:15 *Identity Protection*; 4:60 *Purchases and Contracts*; 5:10 *Equal Employment Opportunity & Minority Recruitment*; 5:20 *Workplace Harassment Prohibited*; 5:30 *Hiring Process and Criteria*; 5:50 *Drug-and Alcohol-free Workplace*; 5:90 *Abused and Neglected Child Reporting*; 5:120 *Employee Ethics Conduct and Conflicts*; 5:250 *Leaves of Absence, Sick Days, Personal Days, Vacation Days and Holidays*; 5:290 *Employee Termination and Suspensions*; 5:330 *Leave of Absence*; 6:60 *Curriculum Content*; 6:150 *Home and Hospital Instruction*; 7:20 *Harassment of Students Prohibited*; 7:150 *Agency and Police Interviews*; 7:270 *Administering Medications and 8:30 Visitors to and Conduct on School Property*;

Motion seconded by: Dr. School

Roll Call: “Yeas” – Pillion, School, Carlson, DeBernardi, Eager and Schneider.
“Nays” – None

Agenda item: Approve the submission of an ISBE School Maintenance Grant Application for a total project cost up to \$100,000

Summary of Discussion: Ms. Chapman explained that Circuit Breaker School has some life/safety repairs that need to be addressed. These repairs include masonry restoration, guardrails and balusters for an exterior staircase and replacement of joint sealants at masonry explosion joints. These repairs would qualify for matching grant funds.

Motion made by: Mr. Schneider

Motion: to authorize the school maintenance grant project application and submission, and to reserve local funds to cover the Alliance portion of the project costs.

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Schneider, Eager, Carlson, DeBernardi, Pillion and School
“Nays” – None

Motion to Adjourn to Closed Meeting

Date: Jan. 7, 2020

Time: 9:17 a.m.

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

A motion was made by Mrs. Eager
And seconded by Dr. School

To adjourn to closed meeting to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and to discuss the possible review of unreleased closed session minutes.

Voice Vote: “Yeas” – all

“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:21 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Pillion

And seconded by Mrs. Eager

To return to open meeting

Voice Vote: “Yeas” – all

“Nays” – none.

Action: Passed

Agenda Item: Anticipated Action Items After Closed Session

Agenda item: Approve a resolution regarding written closed session minutes for public release as recommended by the Executive Director.

Summary of discussion: As discussed in Closed Session.

Motion made by: Mr. Pillion

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, May 6, 2019, June 4, 2019, August 6, 2019 and September 3, 2019 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, May 2, 2017, July 11, 2017, August 7, 2017, September 5, 2017 and February 6, 2018, June 5, 2018, October 1, 2019 and November 5, 2019* due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: Mr. Carlson

Voice Vote: “Yays” – all

“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

The monthly report was presented in the board packet. Ms. Chapman shared with the board that overall, things were going well.

Report on the December 1, 2019 Child Count

The cooperative is serving more students with IEPs as compared to last year at this time. Ms. Chapman also informed the board that the December 1, 2019 child count is used when completing the Excess Cost worksheets.

Changes with CPI Training

Information on a new approach to CPI Refresher training has been included in the board packets. Ms. Chapman told the board that L.E.A.S.E. has several CPI trainers on staff. However, districts could have the option to have their staff participate in online training through CPI for a portion of the refresher CPI course, then L.E.A.S.E. staff would finish the training in person, greatly reducing the amount of time needed for refresher training as a group. This option is not available for initial training courses. Although the cost for the on-line course may be higher, districts can save funds by not having to pay for a substitute staff member. Ms. Chapman stated that L.E.A.S.E. can still provide training for both the initial and full refresher courses.

Report on updated/new procedures as follows:

Ms. Chapman explained that the following procedures/exhibits have been added or updated to align with the policy change. All changes and updates are recommended by PRESS.

2:25 AP2 Record Preservation & Development of Retention Schedules, 2:220 E2 Motion to Adjourn; 2:220 E6 Log of Closed Meeting Minutes; 2:250 AP1 Access To and Copying of Alliance Public Records; 2:250 AP2 Protocols for Record Preservation; 2:250 E2 Immediately Available Public Records, 4:15 AP1 Protect the Privacy of Social Security Numbers, 4:15 AP2 (NEW) Treat Personally Identifiable Info Under Grant Awards, 4:60 AP1 Purchases, 4:60 AP4 Federal Award Procurement Procedures; 4:80 AP3 (NEW) Inventory Management for Fed and State Awards; 4:170 AP1 Comprehensive Safety Crisis Program; 4:190 AP2 Threat Assessment Team; 5:20 E Resolution to Prohibit Sexual Harassment; 5:30 AP4 Interview Questions; 5:30 AP2 Investigations; 5:120 AP2 Employee Conduct Standards; 5:150 AP1 Personnel Records; 5:250 AP3 School Visitation Leave; 6:60 AP2 Comprehensive Health Education Program; 7:270 AP2 Dispensing Medication; 7:270 E1 School Medication Authorization Form; 7:290 AP1 Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program; 7:340 AP1 Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records and 7:340 AP1 Students Records and Confidentiality;

Updated information on Requirements for the Use of Time Out and Physical Restraint

All required Time Out and Physical Restraint information has been sent to ISBE for the FY2017-18, FY2018-19, and the first two quarters of the 2019 as required. Ms. Chapman shared information regarding proposed rule changes that would require eight hours of training annually for any adult who is supervising a student in time out or who is involved in a physical restraint. The training hours must include crisis de-escalation, restorative practices, identifying signs of distress during physical restraint/time out and behavior management practices.

L.E.A.S.E. initiatives/V.O.I.C.E./Legislative/I.S.B.E./Medicaid update

- a. Ms. Chapman reported our L.E.A.S.E. website is under construction and a whole new website is being created.

- b. Ms. Chapman reported that the Excess Cost reporting system is still unavailable in IWAS and suggested that districts use the worksheets from last year to collect numbers so they are ready when the report opens.
- c. Ms. Chapman informed the board that she got a FOIA request regarding restraints from the Northern Illinois radio station, WNIJ. Information will be sent to WNIJ in the next day or two.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Pillion

Motion seconded by Mr. Carlson

A voice vote indicated all ayes

Action: Passed

Time of adjournment: 9:47 a.m.

Post Meeting Action

Date minutes approved: Feb. 4, 2020

Date minutes were available for public inspection: Feb. 4, 2020

Date minutes were posted on Alliance website: Feb. 4, 2020