

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: September 3, 2019

Time: 9:01 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

Members in attendance:

1. Mr. Carl Carlson (arrived at 9:14 a.m.)
2. Mr. Brian DeBernardi
3. Mr. Michael Pillion
4. Mr. Ted Sanders
5. Dr. Kristen School

Members absent: Dr. Jodi Moore and Dr. Matt Seaton

Also present

1. Ms. Mary Jane Chapman, 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 August 6, 2019; July 2019 Bank Reconciliation; August Bills, Financial Reports, Investment Reports and CBS Student Activity Fund Report.

Summary of discussion: Ms. Chapman explained that all documents for the above agenda items were presented in the board packet.

Motion made by: Dr. Kristen School

Motion: To approve the open and closed session minutes from the Board meeting held on August 6, 2019; to approve the bank reconciliation report for July 2019 and to approve the August 2019 bills and financial report. There were no closed session tape recorded minutes.

Motion seconded by: Mr. Sanders

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

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the annually required resolution on banks used as LEASE depositories

Summary of discussion: Ms. Chapman shared that this is an annual requirement to approve depositories for funds. We have been happy with LaSalle State Bank and the unique sweep account that is available to earn some additional interest.

Motion made by: Dr. School

Motion: to adopt the following resolution:

WHEREAS L.E.A.S.E. auditors and Article 8, Paragraph 7 of the Illinois School Code require school boards to designate one or more banks or savings and loan associations situated in the State of Illinois as depositories for school funds, therefore be it . . .

RESOLVED that the LaSalle State Bank of LaSalle be designated as depositories for L.E.A.S.E. and Circuit Breaker School funds.

Motion seconded by: Mr. Pillion

Roll Call: School, Pillion, DeBernardi and Sanders.

“Nays” – none.

Action: Passed

Agenda item: Approve the L.E.A.S.E. 2018-2019 audit for required distribution.

Summary of discussion: Ms. Chapman reported that there were no audit findings. The only note from the audit is regarding not having someone on staff that can complete the financial statements and related disclosures to meet GASB standards.

Motion made by: Mr. Pillion

Motion: to approve the L.E.A.S.E. 2018-2019 audit for required distribution

Motion seconded by: Mr. Sanders

Roll Call: Pillion, Sanders, DeBernardi and School

“Nays” – none.

Action: Passed

Agenda item: Accept the resignation of staff

Summary of discussion: Ms. Chapman explained that Aaron McNabb, a new CBS teacher, has submitted his resignation.

Motion made by: Mr. Pillion

Motion: to accept the resignation of Aaron McNabb

Motion seconded by: Dr. School

Roll Call: Pillion, School, Sanders and DeBernardi

“Nays” – none.

Action: Passed

Agenda item: Approve Intergovernmental Agreements with Plano Area Special Education Cooperative and Lincoln-Way Area Special Education for Vision Itinerant Services.

Summary of discussion: Ms. Chapman explained that last year we had an agreement with Kankakee Area Special Education for some supplemental vision services, however, they were unable to provide any services this year. We were able to work out an agreement for services from PASEC and Lincoln-Way Area Special Education to provide vision services for some member districts.

Motion made by: Mr. Sanders

Motion: to approve Intergovernmental Cooperation Agreements with Plano Area Special Education Cooperative and Lincoln-Way Area Special Education for Vision Itinerant Services.

Motion seconded by: Mr. Pillion

Roll Call: Sanders, Pillion, DeBernardi and School

“Nays” – none.

Action: Passed

Mr. Carlson enters meeting at 9:14 a.m.

Motion to Adjourn to Closed Meeting

Date: September 3, 2019

Time: 9:14 a.m.

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

Motion made by: Mr. Sander

And seconded by: Mr. Pillion

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: 9:16

Motion to Return to Open Meeting

Motion made by Mr. Pillion

Motion: To return to Open Meeting

And seconded by Mr. Sanders

Voice vote “Yeas” – all

“Nays” – none.

Action: Passed

Anticipated Action Items After Closed Session

Approve FMLA leave for staff

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Pillion

Motion: Adopt resolutions granting FMLA to Sarah Russow and Megan Sandrock

WHEREAS Megan Sandrock, Circuit Breaker School Teacher, 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 Megan Sandrock’s request for the use of 30 days of paid leave time and for unpaid “Family Medical Leave Act” time, if needed, associated with the anticipated birth of a child, with no change in daily work hours, to begin on or around December 2, 2019.

WHEREAS Katie Russow, Speech/Language Pathologist, 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 Katie Russow’s request for the use of 30 days of paid leave time and for approximately 15 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 January 8th 2020.

Seconded by: Dr. School

Roll Call: “Yeas” – Pillion, School, Carlson, DeBernardi and Sanders
“Nays” – none.

Action: Passed

Approve a resolution to hire staff

Summary: As discussed in Closed Session

Motion made by: Dr. School

Motion: Adopt a resolution to hire staff

WHEREAS a vacancy exists for a signing paraprofessional and . . .

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

RESOLVED to employ Amy Scorby for the 2019-20 school year for the hourly rate of \$16.00 to serve Streator H.S.

Seconded by: Mr. Pillion

Roll Call: “Yeas” – School, Pillion, Carlson, DeBernardi and Sanders
“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

Ms. Chapman reported that Ms. Salazar's Circuit Breaker School report is included in the packet. The Circuit Breaker School held an Open House with both families and districts invited. The parents of 13 students attended, along with a couple district representatives. Ms. Chapman also informed the board that there are currently 58 students and that referrals are down this year for August compared to last year.

C.B.S. Safety Report

The school had its annual school safety meeting and did not make any changes to the C.B.S. Safety Plan. Weather information was reviewed, as well as fire safety activities and active shooter drills. Ms. Chapman further explained that while working with the local police and fire departments, it was clarified when staff should initiate a "take cover" approach to a situation. Ms. Chapman said the police and fire departments will keep in contact with the school regarding this issue. The school is also going to have a drill involving a stranger in the building. Prior to this drill, the police department will come to the school to educate the students on this topic.

Review of Bullying Prevention and Response Plan

This is an annual requirement. The policy, procedures and exhibits were distributed to the board members in their packets for review and comments. The board determined that no revisions are needed at this time.

Summary of Coordinator Activities for 2018-2019

Ms. Chapman reported Coordinator service statistics from FY 2018-2019, including number of IEP meetings attended, the percent of IEP errors, and the number of teacher evaluations completed.

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

Ms. Chapman shared some quick statistics from last year. There were 1,390 participants in professional development activities presented at L.E.A.S.E. and 5,456 IEP's reviewed by the Coordinators. All board members received a copy of the professional development current schedule in their board packets.

Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new position for the 2018-2019 school year.

Ms. Chapman told the board that there have been 105 special education position changes within the cooperative and gave a verbal report on this. Ms. Chapman also announced that there are six positions for the FY20 yet to be filled, with 12 new positions added.

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

Ms. Chapman noted that IDEA carry over funds have been distributed to member districts. She also reminded the board of special education changes related to the passage of PA 101-0515, indicating that it is important to stress to their staff that any documents needed at an I.E.P. meeting be presented to the parents at least 3 days prior to the I.E.P. meeting. Ms. Chapman encouraged the staff to use "Teacher Ease", Google Docs or some other format to electronically send these documents.

Ms. Chapman reminded the board of the Alliance Council Meeting slated for September 12th at Starved Rock.

Ms. Chapman acknowledged Ted Sanders and Dr. Matt Seaton for their four years of service to the L.E.A.S.E. board and thanked them for their dedication to the cooperative.

Ms. Chapman also told the board that coordinators will be setting up appointments to meet with the superintendents to go over the superintendent packet with them.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Sanders

Motion seconded by Mr. Pillion

A voice vote indicated all ayes.

Action: Passed

Time of adjournment: 9:31 a.m.

Post Meeting Action

Date minutes approved: Oct. 1, 2019

Date minutes were available for public inspection: Oct. 1, 2019

Date minutes were posted on Alliance website: Oct. 1, 2019