

**LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION**  
**1009 Boyce Memorial Drive Ottawa, IL 61350**  
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**Open Meeting Minutes**

Date: October 1, 2019

Time: 9:07 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: Mary Jane Chapman, Chairperson pro-tem

Roll call indicated:

Members in attendance:

1. Mr. Carl Carlson
2. Mr. Brian DeBernardi
3. Mrs. Kristi Eager
4. Dr. Jodi Moore (enters meeting at 9:12 a.m.)
5. Mr. Michael Pillion
6. Mr. Chuck Schneider

Members absent

1. Dr. Kristin School

Also present

1. Ms. Mary Jane Chapman, Director

**Welcome new board member:**

Ms. Chapman, Chairperson pro-tem, introduced and welcomed Mrs. Kristi Eager and Mr. Chuck Schneider, as they start their term as board members.

**Reception of Guests & Visitors & Opportunity for Public Comment**

There were none

**Approve the selection of the Chairman and Vice-Chairman of the L.E.A.S.E. Executive Committee for the upcoming Board term**

Motion made by: Mr. Carlson

Motion:  that the L.E.A.S.E. Executive Committee close all nominations and cast a unanimous vote to appoint Mr. Brian DeBernardi as L.E.A.S.E. Executive Committee Chairman for a one-year term.

Motion seconded by: Mr. Pillion

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

"Nays" – none

Action:  Passed

Motion made by: Mr. Pillion

Motion:  that the L.E.A.S.E. Executive Committee close all nominations and cast a unanimous vote to appoint Mr. Carl Carlson as L.E.A.S.E. Executive Committee Vice-Chairperson for a one-year term.

Motion seconded by: Mr. DeBernardi

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

“Nays” – none  
Action:  Passed

At this point Ms. Chapman turned the meeting over to newly elected Chairman DeBernardi.

**Approval of Items on Consent Agenda (Open Session Minutes from the Board meeting held on September 3, 2019, Bank Reconciliation, Bills, Financial Reports, the destruction of the March 6, 2018 tape recorded closed session minutes, and the C.B.S. Activity Fund Report)**

Summary of discussion: Ms. Chapman stated that there is an additional bill list in each board member’s blue folder.

Motion made by: Mr. Carlson

Motion:  To approve the consent agenda (open and closed session minutes from the board meeting held on Sept. 3, 2019, bank reconciliation, bills, financial reports, the destruction of the March 6, 2018 tape recorded closed session minutes, and the CBS activity report.)

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Carlson, Eager, DeBernardi, Pillion, Schneider and Moore

“Nays” – none.

Action:  Passed

**Remaining Agenda Items**

**Agenda item: Select and approve appointments to the L.E.A.S.E. Ethics Commission, and appoint the L.E.A.S.E. Ethics Officer as recommended by our L.E.A.S.E. legal counsel and the Illinois Attorney General (The Illinois “State Officials and Employee Ethics Act”)**

Summary of discussion: Ms. Chapman reported that in order to be in compliance with the “State Officials and Employee Ethics Act”, we need to appoint the necessary three members of the L.E.A.S.E. Ethics Commission. One of those members is the Executive Committee Chair, the second member must be a member of the Executive Committee, and she recommend that the third member, who is to be a community member, be Assistant Regional Superintendent Matt Winchester, who has already agreed to this nomination. The board needs to nominate one more Executive Committee member along with Matt Winchester. Finally, the committee needs to approve the resolution to appoint Jayme Salazar as the L.E.A.S.E. Ethics Officer.

Motion made by: Mr. Chuck Schneider

Motion:  to approve the appointment of Mr. Schneider to the L.E.A.S.E. Ethics Commission.

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Schneider, Eager, Carlson, DeBernardi, Moore and Pillion

“Nays” – none.

Action:  Passed

Motion made by: Mr. Chuck Schneider

Motion:  to approve the appointment of Matt Winchester to the L.E.A.S.E. Ethics Commission.

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Schneider, Eager, Carlson, DeBernardi, Moore and Pillion

“Nays” – none.

Action:  Passed

Motion made by: Mr. Schneider

Motion:  To adopt the following resolution:

WHEREAS the Attorney General’s guidance for implementing the Illinois “State Officials and Employee Ethics Act” requires the appointment of an Ethics Officer and . . .

WHEREAS Jayme Salazar has agreed to serve in this capacity, therefore be it formally . . .

RESOLVED that the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) hereby appoints the Jayme Salazar as the Cooperative’s Ethics Officer in accordance with the Illinois Attorney General’s official guidance on the Illinois “State Officials and Employee Ethics Act” beginning October 1, 2019 and continuing until subsequent appointments have been formally approved at the October 2020 Executive Committee meeting.

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Schneider, Eager, Carlson, DeBernardi, Moore and Pillion

“Nays” –none.

Action:  Passed

**Agenda item: Authorize the Director to initiate our annual L.E.A.S.E. Needs Assessment with all local districts to determine the need for new programs and services for possible priority funding for the 2020-2021 school year**

Summary of discussion: Ms. Chapman shared that in order to be in compliance with State Board Policy regarding “Free Appropriate Public Education and Comprehensive Programs” and Illinois Administrative Code Section 226.700, we need to have in place a “systematic procedure for identifying and evaluating the need for special education and related services”. The annual L.E.A.S.E. Needs Assessment fulfills this requirement.

Motion made by: Mr. Pillion

Motion:  To adopt the following resolution:

WHEREAS the required State Board Policy, “Free Appropriate Public Education and Comprehensive Programs” and the Illinois Administrative Code Section 226.700 require all special education entities to have in place “systematic procedures for identifying and evaluating the need for special education and related services” and . . .

WHEREAS the needs identified by these “systematic procedures” could result in recommended incentive federal I.D.E.A. Part B Flow-Through funding for local districts, therefore be it . . .

RESOLVED to authorize the Director to implement a systematic procedure to assess the need for special education and/or related services for students with disabilities from L.E.A.S.E. local districts in order to meet State requirements and to determine the priority service needs of students within the L.E.A.S.E. Cooperative for possible future program development and/or funding allocation.

Motion seconded by: Mr. Carlson

Voice vote: "Yeas" – all  
"Nays" – none.

Action:  Passed

### **Motion to Adjourn to Closed Meeting**

Date: Oct. 1, 2019

Time: 9:16 a.m.

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

Motion was made by: Mr. Schneider

And seconded by: Dr. Moore

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 Voice Call: "Yeas" – all  
"Nays" – none.

Action:  Passed

Time of adjournment of closed meeting and return to open meeting at 9:20 a.m.

### **Motion to Return to Open Meeting**

A motion was made by Mr. Pillion

And seconded by Mr. Carlson

To return to open meeting

Voice Vote: "Yeas" – all  
"Nays" – none.

Action:  Passed

### **Information Items**

#### **C.B.S. Monthly Report**

The board reviewed the CBS reports that were in the board packets. Ms. Chapman announced that Marie McLaughlin, who is our technology employee for L.E.A.S.E. and CBS, has been working on STEM activities with students. Ms. Chapman reported that referrals are down and attendance is improving. Ms. Chapman also informed the board that the CBS activity account has been closed and all transactions are now running through the L.E.A.S.E. general account. Discussion was held on this matter at last month's meeting.

#### **Review the previously approved Executive Committee calendar for the 2019-2020 school year**

Ms. Chapman reviewed the calendar, which was put in the packet for informational purposes to be sure all current members have a copy. Meetings are scheduled for the first Tuesday of the month. The meetings begin at 9:00 a.m. at the L.E.A.S.E. Office with the exception of the annual meeting at Circuit Breaker School in Peru, which is planned for Tuesday, November 5th.

Ms. Chapman also reminded the board that the May 5, 2020 meeting will be bumped up by one day due to IHSA Legislature Meeting. The May meeting will be held on Monday, May 4, 2020.

### **Report on FOIA request**

Ms. Chapman informed the board of a FOIA request from Madonna Black and reported that a reply was emailed back as required. The original request, and Ms. Chapman's reply, was included in the board packet.

### **R.O.E. Inspection at CBS and Response**

Ms. Chapman explained that both the R.O.E. preliminary report letter, and her response to the R.O.E., was included in the packet and that no major issues were identified.

### **L.E.A.S.E./Federal/State/Local/Legal/V.O.I.C.E./Legislative/Medicaid initiatives**

ISBE typically releases IDEA Excess Cost worksheets and information in the second week of October. Ms. Chapman told the board that the deadline for completing the Excess Cost report is the end of January and that districts will need the December 1<sup>st</sup> 2019 Child Count figures in order to complete the report.

### **IDEA Grant**

Ms. Chapman shared with the board that district carryover funds should now be indicated in their IDEA grant, and they may still get a little more money once allocations are finalized. Districts will have to amend their grants to utilize carryover and additional funds. Once Proportionate Share funds are finalized, recipients will have to amend as well.

### **IAASE Conference**

Ms. Chapman, along with the coordinators, will be attending the IAASE Conference on October 17 and 18, 2019.

### **Non-Agenda Items from the Executive Committee/Director**

The next meeting will be November 5, 2019, at Circuit Breaker School

### **Approval of Motion to Adjourn**

Motion to adjourn made by Mr. Pillion

Motion seconded by Mr. Carlson

Action:  Passed

Voice vote: "Yeas" – all

"Nays" – none.

**Time of adjournment: 9:31 a.m.**

### **Post Meeting Action**

Date minutes approved: Nov. 5, 2019

Date minutes were available for public inspection: Nov. 5, 2019

Date minutes were posted on Alliance website: Nov. 5, 2019