

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: kfox@lease-sped.org

Open Meeting Minutes

Date: October 5, 2021

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: Kathy Fox, Chairperson pro-tem

Roll call indicated:

Members in attendance:

1. Jamie Craven
2. Mrs. Kristi Eager
3. Dr. Lisa Parker
4. Mr. Michael Pillion

Members absent

1. Mr. Mike Cushing, Dr. Jodi Moore and Mr. Chuck Schneider

Also present

1. Kathy Fox, Executive Director

Welcome new board member:

Mrs. Fox, Chairperson pro-tem, introduced and welcomed Dr. Lisa Parker and Mr. Jamie Craven, as they start their terms 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. Pillion

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

Motion seconded by: Mr. Craven

Roll Call: "Yeas" – Pillion, Craven, Eager and Parker

"Nays" – none

Action: Passed

Motion made by: Mrs. Eager

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

Motion seconded by: Mr. Craven

Roll Call: “Yeas” – Eager, Craven, Parker and Pillion
“Nays” – none
Action: Passed

At this point Mrs. Fox turned the meeting over to newly elected Vice-Chair, Mrs. Eager.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on September 7, 2021, Bank Reconciliation, Bills, and Financial Reports. There were no tape-recorded closed session minutes to destroy.)

Summary of discussion: Mrs. Fox stated that there is an additional bill list added in the board folders.

Motion made by: Mr. Craven

Motion: To approve the consent agenda (open and closed session minutes from the board meeting held on Sept. 7, 2021, bank reconciliation, bills, and financial reports. There were no tape recorded closed session minutes to destroy.)

Motion seconded by: Mrs. Pillion

Roll Call: “Yeas” – Craven, Pillion, Eager and Parker
“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: Mrs. Fox 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. Craven

Motion: to approve the appointment of Mr. Schneider, Dr. Jodi Moore and Matt Winchester to the L.E.A.S.E. Ethics Commission and 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, 2021 and continuing until subsequent appointments have been formally approved at the October 2022 Executive Committee meeting.

Motion seconded by: Dr. Parker

Roll Call: “Yeas” – Craven, Parker, Eager 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 2022-2023 school year

Summary of discussion: Mrs. Fox 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 for member districts and assists L.E.A.S.E. in determining the focus of services from year to year.

Motion made by: Mr. Craven

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 federal I.D.E.A. Part B Flow-Through funding from L.E.A.S.E. 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: Dr. Parker

Roll Call: “Yeas” – Craven, Parker, Eager and Pillion

“Nays” – none.

Action: Passed

Agenda Item: Approve the hiring of Amy Koehler as pre-school screening play aide

Summary of discussion: Mrs. Fox explained that she recommends the hiring of Amy Koehler for the position formerly held by Mary Beth Pottoff, who recently retired from her position as a Pre-school screening play aide. The position is part-time and Ms. Koehler will work approximately three to four days a month for evaluations only. Ms. Koehler’s pay will be \$14 per hour.

Motion made by: Mr. Pillion

Motion: to hire Amy Koehler as L.E.A.S.E. pre-school screening play aide, with a rate of \$14 per hour, for approximately three to four days a month.

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Pillion, Eager, Craven and Parker
“Nays” – none.

Action Passed

Agenda Item: Approve date for 2021-22 Budget Amendment Hearing

Summary of discussion: Mrs. Fox explained to the board that due to the Esser 3 and Maintenance grants being completed, a budget amendment was needed to establish the appropriate accounts. This amendment needs to be approved by the board. She recommended holding the hearing meeting prior to the November board meeting, which is November 2, 2021, at 9:00 a.m. at the Circuit Breaker School in Peru, IL.

Motion made by: Mrs. Eager

Motion: to approve a budget amendment hearing at the November 2, 2021, board meeting. The meeting will be held at 9:00 a.m. at the Circuit Breaker School, Peru, IL.

Motion seconded by: Mr. Craven

Roll Call: “Yeas” –Eager, Craven, Parker and Pillion
“Nays” – none.

Action Passed

Agenda Item: Approve Maintenance Grant application

Summary of discussion: Mrs. Fox explained to the board that she is currently completing a \$100,000 (50/50 contribution) maintenance grant for Circuit Breaker School. Three projects have been slated for these funds. They are: 1.) electrical work in the Crow’s Nest and six classrooms on the second floor for air conditioners; 2.) replacement of gym door and 3.) replacement of the playground equipment along with updating the playground area.

Motion made by: Mr. Pillion

Motion: to approve the submission of a \$100,000 maintenance grant

Motion seconded by: Dr. Parker

Roll Call: “Yeas” – Pillion, Parker, Craven and Eager
“Nays” – none.

Action Passed

Motion to Adjourn to Closed Meeting

Date: Oct. 5, 2021

Time: 9:24 a.m.

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

Motion was made by: Mr. Pillion

Motion: 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.

And seconded by: Mr. Craven

Roll Call: “Yeas” – Pillion, Craven, Eager and Parker

“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting at 9:47 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Craven

Motion: To return to Open Meeting

And seconded by Mr. Pillion

Roll Call: “Yeas” – Craven, Pillion, Eager and Parker

“Nays” – none.

Action: Passed

Agenda item: Anticipated Action Items After Closed Session

Agenda item: Approve request to rescind retirement date

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Pillion

Motion: to accept the request from Mark Sweet to rescind the original December 31, 2021, board approved retirement date and accept the new retirement date of December 31, 2022.

Motion seconded by: Dr. Parker

Roll Call: “Yeas” – Pillion, Parker, Craven and Eager

“Nays” – none.

Action: Passed

Information Items

C.B.S. Monthly Report

The board reviewed the CBS reports that were included in their board packets. Mrs. Fox highlighted Mrs. Salazar’s report that showed that there were 35 major behavioral incident, with a majority of these incidents involving students that are at the school for the first time. Mrs. Fox explained that the students learning remotely and not being in the classroom (due to the pandemic) has made it

difficult for some students to return to a classroom setting this school year. Mrs. Salazar and staff are hoping students get acclimated soon to the classroom routine. There has been one new referral, Mrs. Fox informed the board that there is currently no waiting list at the school, and due to C.B.S. being fully staffed, the capacity for the school is now 70 students. We are currently at 40 students.

Review the previously approved Executive Committee calendar for the 2020-2021 school year

Mrs. Fox reviewed the calendar, which was put in the packet for informational purposes to be sure all current members have a copy. She highlighted the date changes that were previously approved. The new board members in attendance had no conflicts with the scheduled meeting dates.

Report on Annual Health, Life-Safety Inspection of Circuit Breaker School Building

The R.O.E. letter was included in the board packets for viewing. Mrs. Fox stated that there were two areas that need to be addressed. The first is to replace the gym door. This will be replaced with maintenance grant fund. The second area, which has already been completed, was to replace some ceiling tiles.

Budget Amendment

Mrs. Fox explained to the board that the budget amendment includes \$160,000 for the Asser 3 grant, \$100,000 for a maintenance fund grant and a \$500,000 adjustment to compensate for Medicaid flow-thru funds. Mrs. Fox also stated that there is a small increase in audiology for additional students enrolled.

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

Mrs. Fox stated that there were no items of discussion this month

Non-Agenda Items from the Executive Committee/Director

Mrs. Fox asked the board if they would prefer to continue to receive the board packets via email or if they would like to continue the option to pull up the packet by going on the website. All the board members in attendance responded that they would like to continue to get the packet via email. The board members stated that posting the packet on the website isn't necessary anymore since they receive it by email. Moving forward, the board packet won't be available on the website.

Next meeting is Tuesday, November 2, 2021, at the Circuit Breaker School.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Craven

Motion: To adjourn meeting

And seconded by Mr. Pillion

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Time of adjournment: 9:54 a.m.

Post Meeting Action

Date minutes approved: Nov. 2, 2021

Date minutes were available for public inspection: Nov. 2, 2021

Date minutes were posted on Alliance website: Nov. 2, 2021