

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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Open Meeting Minutes

Date: October 4, 2022

Time: 9:04 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. Dr. Mike Cushing
3. Mrs. Lisa Gifford
4. Mrs. Kristi Eager
5. Mr. Ryan Linnig
6. Mr. Dan Stecken

Members absent

1. Dr. Lisa Parker

Also present

1. Kathy Fox, Executive Director

Welcome new board member:

Mrs. Fox, Chairperson pro-tem, introduced and welcomed Mrs. Lisa Gifford and Mr. Dan Stecken, 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. Linnig

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 Chairman for a one-year term.

Motion seconded by: Dr. Cushing

Roll Call: "Yeas" – Linnig, Cushing, Craven, Eager, Gifford and Stecken

"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 Mr. Ryan Linnig as L.E.A.S.E. Executive Committee Vice-Chairperson for a one-year term.

Motion seconded by: Dr. Cushing

Roll Call: “Yeas” – Eager, Cushing, Craven, Gifford, Linnig and Stecken

“Nays” – none

Action: Passed

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

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on September 6, 2022, 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. Mrs. Fox also stated that the Frank’s Lock and Key bill is included in this bill list.

Motion made by: Dr. Cushing

Motion: To approve the consent agenda (open and closed session minutes from the board meeting held on Sept. 6, 2022, bank reconciliation, bills, and financial reports. There were no tape recorded closed session minutes to destroy.)

Motion seconded by: Mr. Linnig

Roll Call: “Yeas” – Cushing, Linnig, Craven, Eager, Gifford and Stecken

“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 Ryan Myers, who has already agreed to this nomination. The board needs to nominate one more Executive Committee member along with Ryan Myers. Dr. Mike Cushing was nominated by the Board to fill this position. Finally, the committee needs to approve the resolution to appoint Jayme Salazar as the L.E.A.S.E. Ethics Officer.

Motion made by: Mrs. Eager

Motion: to approve the appointment of Kristie Eager, Dr. Mike Cushing and Ryan Myers 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 4, 2022 and continuing until subsequent appointments have been formally approved at the October 2023 Executive Committee meeting.

Motion seconded by: Mr. Linnig
Roll Call: “Yeas” – Eager, Linnig, Craven, Cushing, Gifford and Stecken
“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 2023-2024 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. Linnig
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: Mrs. Eager
Roll Call: “Yeas” – Linnig, Eager, Craven, Cushing, Gifford and Stecken
“Nays” – none.
Action: Passed

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

Summary of discussion: Kathy Fox explained that there were no changes to these policies since the last meeting and again reviewed the changes with each policy. All updates are PRESS recommended changes. The policies include: 3:40 *Director*; 5:50 *Drug-and Alcohol-Free Workplace*; 5:90 *Abused and Neglected Child Reporting*; 5:120 *Employee Ethics; Conduct; and Conflict of Interest*; 5:125 *Personal Technology and Social Media*; 5:150 *Personnel Records*; 5:200 *Terms and Conditions of Employment and Dismissal*; 6:15 *School Accountability*; 6:20 *School Year Calendar and Day*; 6:50 *School Wellness*; 6:60 *Curriculum Content*; 6:180 *Extended School Year*; 7:10 *Equal Educational Opportunities*; 7:20 *Harassment of Students Prohibited*; 7:60 *Residence*; 7:70 *Attendance and Truancy*; 7:80 *Release Time for Religious Instruction/Observance*; 7:150 *Agency and Political Interviews* and 7:160 *Student Appearance*;

Motion made by: Mr. Craven

to approve on the second reading revisions to the policies 3:40 *Director*; 5:50 *Drug-and Alcohol-Free Workplace*; 5:90 *Abused and Neglected Child Reporting*; 5:120 *Employee Ethics; Conduct; and Conflict of Interest*; 5:125 *Personal Technology and Social Media*; 5:150 *Personnel Records*; 5:200 *Terms and Conditions of Employment and Dismissal*; 6:15 *School Accountability*; 6:20 *School Year Calendar and Day*; 6:50 *School Wellness*; 6:60 *Curriculum Content*; 6:180 *Extended School Year*; 7:10 *Equal Educational Opportunities*; 7:20 *Harassment of Students Prohibited*; 7:60 *Residence*; 7:70 *Attendance and Truancy*; 7:80 *Release Time for Religious Instruction/Observance*; 7:150 *Agency and Political Interviews* and 7:160 *Student Appearance*;

Motion seconded by: Dr. Cushing

Roll Call: “Yeas” – Craven, Cushing, Eager, Gifford, Linnig and Stecken
“Nays” – None

Action: Passed

Agenda Item: Approve maintenance grant purchases

Summary of discussion: Mrs. Fox explained to the board that she would like to use maintenance grant funds to purchase a new camera system, door monitoring system, intercom system at C.B.S. Upgrading the doors and adding protective glass covering is also being considered. Mr. Linnig visited the school and gave Mrs. Fox some ideas for upgrades and improvements.

Motion made by: Mr. Craven

Motion: To approve spending maintenance grant funds on a new camera system at C. B.S. and upgrading/securing doors throughout the school.

Motion seconded by: Mrs. Eager

Roll Call: “Yeas” – Craven, Eager, Cushing, Gifford, Linnig and Stecken
“Nays” – none.

Action Passed

Motion to Adjourn to Closed Meeting

Date: Oct. 4, 2022

Time: 9:20 a.m.

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

Motion was made by: Mr. Craven

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. Linnig

Roll Call: "Yeas" – Craven, Linnig, Cushing, Eager, Gifford and Stecken

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting at 9:56 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Linnig

Motion: To return to Open Meeting

And seconded by Mr. Craven

Roll Call: "Yeas" – Linnig, Craven, Cushing, Eager, Gifford and Stecken

"Nays" – none.

Action: Passed

Agenda item: Anticipated Action Items After Closed Session

Agenda item: Approve request to pay stipend to Medicaid Coordinator

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Craven

Motion: to approve a \$2,000 stipend for FY23 to Julie O'Brien-Smith for services she performs as the Medicaid Coordinator.

Motion seconded by: Mrs. Eager

Roll Call: "Yeas" – Craven, Eager, Cushing, Gifford, Linnig and Stecken

"Nays" – none.

Action: Passed

Informational Items

C.B.S. Monthly Report

The board reviewed the CBS reports that were included in their board packets. Mrs. Fox reported that the school has seen some improvements in behavior and believes that the prior week was the turning point. Mrs. Fox also told the board that there were 10 referrals.

It was also reported that Samantha Munks-Folty, a C.B.S. teacher, is also a photographer and is taking schools pictures for the students. Discussion was had on school safety and possibly sharing a School Resource Officer with the Safe School.

Mrs. Fox also informed the board that the school did perform their Active Shooter Drill this past month.

Report on R.O.E. #35 Building Walk Through

Mrs. Fox reported that Mr. Winchester and Mr. Myers from the R.O.E. #35 did a walk through and it went very well. There were only three minor items for correction that were corrected that day.

Review of Updated/New Procedures and Exhibits

Mrs. Fox explained that the following procedures/exhibits have been added or updated to align with the policy change. All these procedures are recommendations that came from Press. The procedures include: 5:100 AP1 *Staff Development Program*; 5:120 AP2 *Employee Conduct Standards* and 5:120 AP2-E1 NEW *Expectations and Guidelines for Employee-Student Boundaries.*:

Playground Equipment at C.B.S.

Mrs. Fox informed the board that the playground equipment was installed this past Saturday, Oct. 1st. Vissering Construction provided the equipment and the Carpenters Union provided skilled workers for the installation. Mr. Linnig also donated his time to help along with individuals from Dimmick Grade School. The next step that needs to be done is putting down the weed barrier and then add mulch. The concrete sidewalk and pad still need to be completed as well. Mrs. Fox explained that the chain link fence will stay, however, will be extended somewhat. Mrs. Fox thanked Mr. Linnig for his help with this project.

Mr. Stecken exits the meeting at 10:15 a.m.

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

Mrs. Fox wanted to provide an update on the situation with the Juvenile Detention Center since attending the OSEP meeting. The State of Illinois has hired an organization, Break Free Education, assist the State of Illinois with compiling research and data to move forward with a comprehensive plan for education of students in Juvenile Detention. Mrs. Fox will continue working with ISBE, EFE and Teri Engler.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Linnig

Motion: To adjourn meeting

And seconded by Dr. Cushing

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Time of adjournment: 10:33 a.m.

Post Meeting Action

Date minutes approved: Nov. 1, 2022

Date minutes were available for public inspection: Nov. 1, 2022

Date minutes were posted on Alliance website: Nov. 1, 2022