

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

Date: March 7, 2023

Time: 9:04 a.m.

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

Type of meeting: Regular

Name of person taking the minutes: Julie O'Brien-Smith

Name of person presiding: Mrs. Kristi Eager

Members in attendance:

1. Mr. Jamie Craven
2. Dr. Mike Cushing
3. Mrs. Kristi Eager
4. Mr. Ryan Linnig
5. Dr. Dan Stecken
6. Dr. Clayton Theisinger

Members absent: Mrs. Lisa Gifford

Also present

1. Mrs. Kathy Fox, Director

Reception of Guests and Visitors & Opportunity for Public Comment

Mrs. Fox introduced Dawn-Roalson Zavada, who will begin to work at L.E.A.S.E. on July 1, 2023, as the Assistant Director.

Information Items

C.B.S. monthly report

The board packets contained Ms. Salazar's C.B.S. report. Mrs. Fox reported that there is one student returning to their home district, and one new student starting at C.B.S. The after school program has expanded, with the addition of mind, body, yoga and counseling. There are three or four students getting counseling through Arukah Institute of Healing and will continue to do so through the summer.

Behaviors have increased, with four major incidents with police involvement last month. Mrs. Fox stated that data from last year shows that this is not different from this time in previous years. Mrs. Fox showed a Power Point of all the great things that happened at CBS this month.

Report on security system

Mrs. Fox reminded the board that the maintenance grant was written for security.

Mrs. Fox told the board that TCI Networks gave quote, along with Thompson and Verkada. The recommendation to the board for approval would be with TCI Networks, as it is the best quote with

the best security options. TCI Networks is the current provider with the ROE Academy. They will be installing cameras at both C.B.S. and L.E.A.S.E. facility in Ottawa.

A discussion was had on the replacement of the door entry system and possibly the doors themselves. It was decided that more information is needed to make a good decision on how to move forward with that part of the project. Mrs. Fox told the board that there is not an architect involved at this point. Board members felt it is important to involve an architect to create a master facility plan, look at the building and take over the security. Because of past issues with our current architect, a formal letter will be sent to disband from his services. Mrs. Fox will get paperwork started to bid out for new architect. The board asked that the attorney draw up an RFP. A committee has been formed and include Dr. Cushing, Mr. Craven and Mrs. Eager.

It was discussed how important an intercom system is, and although it is as expensive as the cameras, the system needs to be installed as well.

Finally, the board agreed that cameras must be installed as soon as possible. For now, until the intercom system is installed, C.B.S. staff can use their current system of communication-walkie talkies.

First reading of updated/new policy: *5:250 Leaves of Absence, Sick Days, Personal Days, Vacation and Holidays*

Mrs. Fox informed the board that Press has policy updates for *5:250 Leaves of Absence, Sick Days, Personal Days, Vacation and Holidays*. Mrs. Fox would also like to update the personal day leave section of the policy as well, as she feels updating this section of the policy would attract and retain staff at L.E.A.S.E. Currently, the policy states that the amount of personal days awarded will increase for 10-month secretarial staff only after their 10th year of employment and progress until the personal days awarded tap out at five. Mrs. Fox would like to update the policy to allow all employees the opportunity to be awarded additional personal days. Also, Mrs. Fox would like to decrease the amount of years worked in order to earn those additional personal days. A schedule of years worked/personal days awarded was presented to the board.

The board discussed the proposal and asked Mrs. Fox to re-write certain parts of the policy and present back at next month's board meeting.

Report on new/revised administrative procedures/exhibits: *5:300 AP2 Full-Time Twelve Month Educational Support Personnel Vacation*

Mrs. Fox explained that she would like to update this procedure. Mrs. Fox would like to adjust the years worked/weeks of vacation awarded schedule to reflect the following: Upon employment-five days; after the first year of full-time employment through the sixth consecutive year-two weeks; upon your seventh year of consecutive year-three weeks; and upon your eleventh consecutive year of full time employment and thereafter-four weeks.

The board discussed this proposal and asked Mrs. Fox to re-write certain parts of the policy and present back at next month's board meeting.

Action Items

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on February 7, 2023; the minutes from the Special Meeting held on February 24th, 2023, the January 2023 Bank Reconciliation; Bills and the Financial Report. There are no tape-recorded close session minutes to destroy.)

Summary of discussion: Information was included in the board packets.

Motion made by: Dr. Dan Stecken

Motion: To approve the open and closed session minutes from the board meeting held on February 7, 2023, to approve the minutes from the Special Meeting on February 24, 2023, to approve the January 2023 bank reconciliation, the bills and the financial report. There were no tape-recorded session minutes to destroy.

Motion seconded by: Dr. Mike Cushing

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

Action: Passed

Remaining Agenda Items

Agenda item: Approve the Circuit Breaker School 2023-24 Calendar

Summary of discussion: Mrs. Fox shared the proposed 2023-2024 C.B.S. calendar. This calendar closely matches Peru Elementary and is important because they provide breakfast and lunch for our students. Mrs. Fox explained that starting next FY24, the school will be open for Casimir Pulaski Day and that she has already been working on setting a public hearing for this change.

Motion made by: Mr. Craven

Motion: to approve the Circuit Breaker School 2023-24 Calendar

Motion seconded by: Dr. Stecken

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

Action: Passed

Agenda item: Approve the resignation of staff

Summary of discussion: Mrs. Fox shared the resignation letter from Jim Kubera, C.B.S. Paraprofessional, to be effective after the FY23 school year is completed. Mrs. Fox told the board the Mr. Kubera did an outstanding job at the school. He will be missed.

Motion made by: Dr. Theisinger

Motion: to approve the resignation of Jim Kubera, C.B.S. Paraprofessional

Motion seconded by: Mr. Craven

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

Action: Passed

Agenda item: Approve the resolution to honorably discharge staff

Summary of discussion: Mrs. Fox shared the resolution to honorably discharge Kim Kaschke for FY24 due to a reduction in force. Mrs. Kaschke is a Speech/Language Pathologist currently working in the Grand Ridge and Tonica School Districts.

Motion made by: Mr. Craven

Motion: to approve the resolution to honorably dismiss Kim Kaschke, a Speech/Language Pathologist, due to a reduction in force.

Motion seconded by: Dr. Theisinger

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

Action: Passed

Agenda item: Approve the C.B.S. security system quotes

Summary of discussion: As discussed in the “Information Items” segment of today’s meeting.

Motion made by: Mr. Craven

Motion: to approve the quote given to us from TCI Networks for the C.B.S. and L.E.A.S.E. camera systems.

Motion seconded by: Dr. Cushing

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: March 7, 2023

Time: 10:12 a.m.

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

A motion was made by Dr. Theisinger

Motion: To adjourn to closed meeting to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

Motion seconded by: Mr. Linnig

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

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:59 a.m.

Motion to Return to Open Meeting

A motion was made by Dr. Theisinger

Motion: To return to open session meeting

Motion seconded by: Mr. Linnig

Roll Call: “Yeas” –Eager, Linnig, Craven, Cushing, Moore and Parker
“Nays” – None

Action: Passed

Agenda Item: Anticipated Action Items after Closed Session

Adopt a resolution relative to reemployment recommendations for specified L.E.A.S.E. staff for the 2023-2024 school year as presented

Summary of discussion: As discussed in Closed Session

Motion was made by Dr. Stecken

Motion: to adopt the following resolution:

WHEREAS the L.E.A.S.E. central office support staff, Circuit Breaker School support staff and all professional staff have been evaluated as appropriate by both their direct supervisors and by the field and...

WHEREAS all of the above indicated employees have been rated proficient or excellent, therefore be it.....

RESOLVED to employ the tenured L.E.A.S.E. certified staff and the L.E.A.S.E. Central office and Circuit Breaker School non-certified/support staff for the 2023-2024 school year and to specifically offer a...

Second year non-tenure contract for the 2023-2024 school year to: Kara Rutherford, DeeAnna Guerra, and Emma Riedesel.

Fourth year non-tenure contract for the 2023-2024 school year to: There are no staff members entering fourth year non-tenure status

Motion seconded by: Mr. Linnig

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

"Nays" – none.

Action: Passed

Approve resolution related to the employment of staff

Summary of discussion: as discussed and presented by Executive Director in closed session

Motion made by: Mr. Craven

Motion: to adopt the following resolution:

WHEREAS a vacancy exist for C.B.S. Paraprofessionals and . . .

WHEREAS a suitable and fully qualified applicants have now been found for these position, therefore be it . . .

RESOLVED to employ Alije Velju (\$17.00/hour) for the remainder of the 2022- 2023 school year as Circuit Breaker School Paraprofessional.

Motion seconded by: Mr. Linnig

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

Non Agenda Items

None

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Linnig

Motion seconded by Mr. Theisinger

Voice Vote: Yeas – all

 Nays – none.

Action: Passed

Time of adjournment: 11:00 a.m.

Post Meeting Action

Date minutes approved: April 11, 2023

Date minutes were available for public inspection: April 11, 2023

Date minutes were posted on Alliance website: April 11, 2023