

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

Date: April 11, 2023

Time: 9:02 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: Mrs. Kristi Eager

Members in attendance:

1. Mr. Jamie Craven
2. Mrs. Kristi Eager
3. Dr. Dan Stecken
4. Dr. Clayton Theisinger

Members absent:

1. Dr. Mike Cushing
2. Mrs. Lisa Gifford
3. Mr. Ryan Linnig

Also present

1. Mrs. Kathy Fox, Director

Reception of Guests and Visitors & Opportunity for Public Comment

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

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on March 7, 2023; February 2023 Bank Reconciliation; Bills and Financial Reports. There were no tape recorded closed session minutes to destroy).

Summary of discussion: All information was included in the board packets.

Motion made by: Dr. Theisinger

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

Motion seconded by: Dr. Stecken

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

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the 2023-2024 Agreement with Peru Public Schools to provide breakfast and lunch for C.B.S. Students.

Summary of discussion: Mrs. Fox told the board that Peru Elementary has sent the agreement and announced that the price of each meal will remain the same as this current school year. There will be no increase.

Motion made by: Mr. Craven

Motion: to approve the 2023-2024 agreement with Peru Public Schools to provide breakfast and lunch to C.B.S. students.

Motion seconded by: Mrs. Eager

Roll Call "Yeas" – Craven, Eager, Stecken and Theisinger
"Nays" – none.

Action: Passed

Agenda item: Approve agreement with Infinitec

Summary of discussion: Mrs. Fox informed the board that she has received, and is presenting, the agreement from iFiber for board approval. The agreement will run from 7/1/23 to 6/30/27. Mrs. Fox stated that two other bids were received, however, iFiber was the lowest bid received. iFiber will provide data transport at both the central office and the C.B.S. facility. Yearly cost for each facility if \$7,200.

Motion made by: Dr. Stecken

Motion: to approve the 2023-2027 agreement with iFiber as our provider for service in our technology equipment at both the L.E.A.S.E. office and C.B.S.

Motion seconded by: Dr. Theisinger

Roll Call "Yeas" – Stecken, Theisinger, Craven and Eager
"Nays" – none.

Action: Passed

Agenda item: Approve agreement with Infinitec

Summary of discussion: Infinitec provides low cost assistive technology, assistive technology evaluations, and variety of professional development opportunities. Mrs. Fox announced that there is an increase in the fee schedule for this service. Currently we are paying .70 cents per student, with the cost at .72 cents per student for FY24.

Motion made by: Mr. Craven

Motion: to approve the 2023-2024 agreement with iFiber as our provider for service in our technology equipment at both the L.E.A.S.E. office and C.B.S.

Motion seconded by: Dr. Theisinger

Roll Call "Yeas" – Craven, Theisinger, Eager and Stecken
"Nays" – none.

Action: Passed

Agenda item: Approve second reading of policy

Summary of discussion: Mrs. Fox reminded the board that the first reading of policy 5:250 *Leaves of Absence, Sick Days, Personal Days, Vacation and Holidays* was presented at the March 2023 meeting. At that meeting, the board asked Mrs. Fox to revise the policy and present for the second reading at the April 11th meeting. 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. Mrs. Fox made the revision requested to this policy, which now includes “that no more than two (2) personal days can be rolled over into sick days”.

Motion made by: Mr. Craven

Motion: to approve the second reading of policy 5:250 *Leaves of Absence, Sick Days, Personal Days, Vacation and Holidays*

Motion seconded by: Mrs. Eager

Roll Call “Yeas” – Craven, Eager, Stecken and Theisinger

“Nays” – none.

Action: Passed

Agenda item: Approve revision of the Procedure 5:300 AP2 *Full-Time Twelve Month Education Support Personnel Vacation*

Summary of discussion: This proposed procedure was presented at last month’s meeting. The proposed update adjusts the amount of 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 wanted to include verbiage in the procedure that vacation days would be pro-rated and not paid out should and employee not complete the whole fiscal school year. Mrs. Fox explained that she has added this information to the procedure as requested by the board. The board was satisfied with the changes made in the procedure.

Motion made by: Dr. Theisinger

Motion: to approve the procedure 5:300 AP2 *Full-Time Twelve Month Education Support Personnel Vacation*

Motion seconded by: Mr. Craven

Roll Call “Yeas” – Theisinger, Craven, Eager and Stecken

“Nays” – none.

Action: Passed

Agenda item: Approve the resignations of staff

Summary of discussion: Mrs. Fox shared resignation letter submitted to her from Cara Ludwick, who is a Speech/Language Pathologist. She works at the Mendota Elementary School Dist. #289. She will complete the remaining FY23.

Motion made by: Dr. Theisinger

Motion: to accept the resignation of Cara Ludwick, Speech/Language Pathologist.

Motion seconded by: Mr. Craven

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

"Nays" – none.

Action: Passed

Adjourn to Closed Meeting

Date: April 11, 2023

Time: 9:19 a.m.

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

A motion was made by Mr. Craven

Motion: To adjourn to closed meeting to discuss the Collective Bargaining matters between the Alliance and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and for 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 for deliberations concerning salary schedules for one or more classes of employees.

Motion seconded by: Dr. Theisinger

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

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:45 a.m.

Motion to Return to Open Meeting

Motion made by: Mr. Craven

Motion: To return to Open Meeting

Motion seconded by: Dr. Theisinger

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

"Nays" – none.

Action: Passed

Anticipated Action items

Agenda item: Approve Executive Director's 3-year retirement contract

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Craven

Motion: to approve the three year retirement contract for Mrs. Fox, Executive Director.

Motion seconded by: Mrs. Eager

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

"Nays" – none.

Action: Passed

Information Items

Circuit Breaker Monthly Report

Mrs. Fox shared with the board that the C.B.S. report was included in the board packets. Behaviors issues were higher, which is typical at this time of the school year. One student started at C.B.S., while no students were sent back to their home district. Attendance was down, which Mrs. Fox explained was due to siblings having their spring breaks at a different time than C.B.S.

Mrs. Fox reported that students enjoyed a “Book Madness” event (where students read to lower grade students), a Dr. Seuss Day and a field trip to Roxy Cinemas and the Ottawa YMCA.

Review Preliminary budget amendment for FY23

Mrs. Fox shared the preliminary F23 budget amendment information. The FY 23 budget amendment hearing is scheduled for the May meeting, with the FY 24 budget hearing scheduled for the June meeting. The Esser 3 grant shows the difference of what we spent this year and what amount is carried over for the next year. This money must be spent by September 2024.

Mrs. Fox also talked to the board about Medicaid Fee for Service. We are still transitioning into Embrace. Mrs. Fox explained a complication of an error made by one large school district. They did not have their paraprofessional listed on their staff pool list in PCG but were billed for their services. These billings were exaggerated due to the guidance given by our former agent. Not having these staff in their staff pool list would not qualify for payment at all. This district received a payment of just over \$456,000 for those services. Future payments to these districts will be held back to offset the overpayment. Also, our new Medicaid processor, Embrace, won't be paid for their services in that district until the money has been recouped by Medicaid.

Review of Central Office Coordinator calendar for 2023-2024

A copy of the coordinator calendar was included in your packet. Mrs. Fox announced the start-up day would be July 31, 2022. Mrs. Fox explained that the calendar is geared to have coordinators available to provide services when districts are back in session. A three-day Structured Teaching workshop will be held during the second week of August.

L.E.A.S.E. Office and Circuit Breaker summer hours

This is an annual memo that is sent out to member districts in early May. The offices will be open from 7 a.m. to 3 p.m. starting Tuesday, May 30, 2023. The offices will be closed on Fridays. The offices will resume normal hours starting on Monday, August 7, 2023.

L.E.A.S.E. / V.O.I.C.E. / Legislative / I.S.B.E. / Medicaid recent initiatives

- a. Mrs. Fox announced a \$250 donation was received from Illinois Valley Contrator's Association for the C.B.S. playground. Also, the school received a donation of recycled copper and other metals from Danco Construction to put towards the student activity fund.

- b. Mrs. Fox announced she is working with the attorney to post the Architect bid.
- c. Discussion was held on the current board members who will be leaving the board, as their terms are coming to an end. Three new board members will be needed. There is one current position available with the resignation of Lisa Gifford and two more positions with open in the Fall. More discussion will be held on this issue at the next meeting.
- d. Mrs. Fox updated the board on staffing for CBS for the next year. One more para will need to be hired to replace Jim Kubera. We are still considering a Social Work Intern.
- e. Mrs. Fox announced that Mike Grenda proposed a partnership to provide online Mindfulness Based Stress Reduction. It is an eight week course that will provide 30 hours of cpdu's. We have the opportunity to become his cpdu/ceu provider for the state of Illinois. We would then provide this training to our Cooperative members free while charging individuals outside of the Cooperative a fee of \$25.00. This would then become a revenue source for us. We are attempting to get this program up and running by summer.

Approval of Motion to Adjourn

Motion to adjourn made by: Dr. Theisinger

Motion seconded by Mr. Craven

Voice vote: Yeas all

Nays none

Action: Passed

Time of adjournment: 10:27 a.m.

Post Meeting Action

Date minutes approved: May 1, 2023

Date minutes were available for public inspection: May 1, 2023

Date minutes were posted on Alliance website: May 1, 2023