

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION

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Date: June 7, 2022

Time: 9:05 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2022-2023 Budget

Name of person taking the minutes: Colleen Stefan

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. Mr. Michael Pillion

Members absent: Dr. Jodi Moore and Dr. Lisa Parker

Also present

1. Mrs. Kathy Fox, Director

Visitors:

There were no visitors in attendance

Summary of discussion:

Mrs. Fox shared the summary with the board and reminded the board that this year's budget shows a decline in revenue. Flow-through funds will decrease in the budget due to Medicaid being distributed directly to the districts instead of L.E.A.S.E. receiving this money.

Motion made by: Mr. Craven

Motion: to close the public hearing

Motion seconded by: Mr. Pillion

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

"Nays" – none.

Action: Passed

The public hearing was closed as 9:08 a.m.

Open Meeting Minutes

Date: June 7, 2022

Time: 9:08 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. Dr. Mike Cushing
3. Mrs. Kristi Eager
4. Mr. Ryan Linng
5. Mr. Michael Pillion

Members absent: Dr. Jodi Moore and Dr. Lisa Parker

Also present

1. Mrs. Kathy Fox, Executive Director

Reception of Guests and Visitors & Opportunity for Public Comment

None

Informational/Discussion Items

Jayme Salazar Year End Report to the Executive Committee

Ms. Salazar gave her Circuit Breaker School year-end report to the board. Board members received the information in their board packets. The board was told that behavior incidents saw an increase from last year, however, as Mrs. Salazar pointed out, last year students were in school for only half-days due to the pandemic. There were 39 physical aggressions, with August being the highest month with an average of two ODRs. That figure dropped down to about ½ ODR per day in January. Mrs. Salazar noted that there were staff and students absent in January due to COVID. The incidents did increase in months following. There were also an increase in AWOL situations and most school suspensions were due to issues while students were on the bus.

Ms. Salazar anticipates 50 students at C.B.S. this fall, with 12 of those being new students. There is one 7th grade student on a waiting list.

Finally, Ms. Salazar said the committee met in March of this year and reviewed the wellness policy. There were not a lot of changes made. Mrs. Salazar informed the board that the school still does not employ a certified P.E. teacher or certified curriculum director. There were many positive items to report, such as COVID safety measures that were followed and symptoms that were monitored and weekly COVID testing at the school. C.B.S. also provided vision and hearing screening, provided food bags to students in December (food bags provided by the L.E.A.S.E. Wellness Committee), and special events such as Safe Journey's presentation on Erin's Law and Mrs. Sandrock's class participating in a "bike safety" event.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on May 2, 2022, April 2022 Bank Reconciliation and Bills and Financial Report and approve the destruction of the November 4, 2020, and December 1, 2020, tape-recorded closed session minutes.)

Summary of discussion:

Mrs. Fox announced that there is an additional bill list this month in the board member's folder.

Motion made by: Mr. Linnig

Motion: To approve the open and closed session minutes from the board meeting held on May 2, 2022, to approve the April, 2022 bank reconciliation and the bills, the financial report and the destruction of the November 4, 2020, and December 1, 2020, tape-recorded closed session minutes.

Motion seconded by: Mr. Craven

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

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2022-2023 budget

Summary of discussion: The public hearing was held earlier. Mrs. Fox noted that the FY23 budget form needs signatures with each board member present.

Motion made by: Mr. Craven

Motion: to approve the L.E.A.S.E. 2022-2023 budget as presented at the public hearing meeting.

Motion seconded by: Dr. Cushing

Roll Call: "Yeas" – Craven, Cushing, Eager, Linnig and Pillion
"Nays" – none.

Action: Passed

Agenda item: Summer meeting and payment of summer bills

Summary of discussion: Mrs. Fox made the recommendation to cancel the July 2022 board meeting as allowed by policy due to scheduling conflicts with the board members. The Executive Committee authorized Mrs. Fox to make summer bill payments for the months of June and July and to make new hires in the months of June and July. Also discussed was that Leland District #1 will have their June election for consolidation and depending on results from this vote, a memo will need to be sent out, before the August board meeting, to districts within our co-op. The purpose of the memo is to inform districts of this consolidation and to approve the release of Leland's financial obligation to L.E.A.S.E. at the Alliance Committee Meeting on Sept. 15, 2022.

Motion made by: Mr. Linnig

Motion: to cancel the July board meeting and have the scheduled August 2nd meeting and to authorize payment of June and July bills.

Motion seconded by: Mr. Pillion

Roll call: "Yeas" – Linnig, Pillion, Craven, Cushing and Eager
"Nays" – none.

Action: Passed

Agenda item: Approve on second reading of updated policies as follows:

Summary of discussion: Mrs. Fox told the board that the updates and are all PRESS recommended. The changes include: : 2:20 *Powers and Duties*; 2:220 *Meetings Procedures*; 2:260 *Uniform Grievance Procedures*; 3:40 *Director (Superintendent)*; 3:50 *Administrative Personnel Other Than the Director*; 3:60 *Administrative Responsibility of the Building Principal*; 4:60 *Purchase and Contracts*; 4:110 *Transportation*; 4:120 *Food Services*; 4:160 *Safe Work Environment*; 4:170 *Safety*; 5:10 *Equal Employment Opportunity and Minority Recruitment*; 5:20 *Workplace Harassment Prohibited* and 5:30 *Hiring Process and Criteria*;

Motion made by: Dr. Cushing

Motion: to approve the second reading of updated policies as follows: 2:20 *Powers and Duties*; 2:220 *Meetings Procedures*; 2:260 *Uniform Grievance Procedures*; 3:40 *Director (Superintendent)*; 3:50 *Administrative Personnel Other Than the Director*; 3:60 *Administrative Responsibility of the Building Principal*; 4:60 *Purchase and Contracts*; 4:110 *Transportation*; 4:120 *Food Services*; 4:160 *Safe Work Environment*; 4:170 *Safety*; 5:10 *Equal Employment Opportunity and Minority*

Recruitment; 5:20 Workplace Harassment Prohibited and 5:30 Hiring Process and Criteria;

Motion seconded by: Mr. Craven

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

“Nays” – none.

Action: Passed

Agenda item: Approve the resignation of staff

Summary of Discussion: Mrs. Fox announced that she has received the resignation letters from LuAnn Winterrowd, a pre-school screener, and Kelly Collins, L.E.A.S.E. coordinator. Both vacant positions will be posted.

Motion made by: Mr. Craven

Motion: to accept the resignations of LuAnn Winterrowd, pre-school screener, and Kelly Collins, coordinator.

Motion seconded by: Mr. Linnig

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

“Nays” – none.

Action: Passed

Agenda item: Approve the O&M contract for FY23

Summary of Discussion: Mrs. Fox explained that this FY23 contract is between Ms. Julie Yglesias, COMS and L.E.A.S.E. A 3% pay increase has been added to this contract for an hourly rate of \$74.98.

Motion made by: Dr. Cushing

Motion: to approve the contract between Julie Yglesias, COMS and L.E.A.S.E. for FY23 at a pay rate of \$74.98 per hour.

Motion seconded by: Mr. Linnig

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

“Nays” – none.

Action: Passed

Agenda item: Approve the R.O.E. #25 Safe School rental agreement/contract

Summary of Discussion: Mrs. Fox presented the board with a cost breakdown spreadsheet of utilities/supplies/wages that L.E.A.S.E. incurs because of the Safe School renting an area of the C.B.S. building. The board requested this information, as the contract needs to be renewed and the board wants to know the cost to L.E.A.S.E. In the past three years, L.E.A.S.E. has spent \$358,799 in expenses for the Safe School, with rent income paid from R.O.E. #35 totaling \$99,000 (\$33,000 per year). Mrs. Fox and Mr. Chris Dvorak, R.O.E. Director, have talked about the issue of increasing the monthly rent, and Mr. Dvorak has agreed to increase rent from \$33,000 to \$50,000 for a one year contract if the L.E.A.S.E. board would agree to that figure. Mrs. Fox also stated that the Safe School, according to the contract agreement, is responsible to recover any damages that were done to the property.

After much discussion, the board agreed that raising the rent to \$50,000 is sufficient.

Motion made by: Dr. Cushing

Motion: to approve a one-year contract between L.E.A.S.E. and the R.O.E. #35 to include an increase in rent to \$50,000.00 per year.

Motion seconded by: Mr. Pillion

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

"Nays" – none.

Action: Passed

Agenda item: Approve the 2022-2023 L.E.A.S.E. Alliance Council and Executive Committee meeting calendar.

Summary of discussion: The calendar in the packet indicates meetings generally on the first Tuesday of the month, along with the date approved for the Alliance Council meeting. The August-September meetings have already been approved and are presented for your information. Mrs. Fox explained that the January and April meeting was bumped back one week because of districts being on winter break/spring break during the first week in January and April. Also, the May meeting is changed from the first Tuesday of the month to the first Monday (May 1, 2023) because of the conflict with the IASA Springfield visit.

Motion made by: Mr. Craven

Motion: to accept the 2022-2023 meeting schedule with changes including January 10, 2023, April 11, 2023, along with May 2, 2023.

Motion seconded by: Mr. Linnig

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

"Nays" – none.

Action: Passed

Motion to Adjourn to Close Meeting

Date: June 7, 2022

Time: 9:47 a.m.

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

Motion made by: Mr. Linnig

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

The possible review of unreleased closed session minutes.

Motion seconded by: Mr. Pillion

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

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:11 a.m.

Motion to Return to Open Meeting

Motion made by: Mr. Craven

Motion: To return to Open Meeting

Motion seconded by: Mr. Pillion

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

"Nays" – none.

Action: Passed

Mr. Ryan Linnig exits meeting at 10:11 a.m.

Agenda item: Anticipated Action Items after Closed Session

Agenda item: Approve a resolution regarding written closed session minutes for public release.

Summary of discussion: As discussed in Closed Session

Motion made by Mr. Pillion

Motion: To adopt the following resolution:

WHEREAS: every six months the L.E.A.S.E. Executive Committee, as required by law, reviews all non-released, written closed session minutes for consideration of public release and . . .

WHEREAS: minutes of meetings closed to the public shall be made available to the public after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and . . .

WHEREAS: several written closed session minutes are deemed to be acceptable for public release, therefore be it formally . . .

RESOLVED: to release for public review the closed session minutes December 7, 2021, January 11, 2022, February 1, 2022, and not release the closed session minutes from, *February 10, 2011, September 3, 2013, December 3, 2013 and March 1, 2016, February 7, 2017, April 4, 2017, May 2, 2017, July 11, 2017, August 7, 2017, September 5, 2017 and February 6, 2018, May 1, 2018, June 5, 2018, October 1, 2019, November 5, 2019 and October 6, 2020, Sept. 7, 2021, Oct. 5, 2021 and Nov. 2, 2021, March 1, 2022 and April 5, 2022*, due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: Mr. Craven

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

"Nays" – none.

Action: Passed

Agenda Item: Approve resolutions related to the employment of staff

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Pillion

Motion: to adopt the following resolutions:

WHEREAS a vacancy exists for a full-time Vision Itinerant Teacher for the 2022-2023 school year and . .

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . .

RESOLVED to re-employ Kelly Wakefield from a part-time Vision Itinerant Teacher to full-time for the 2022-2023 school year at a salary of \$43,260.

Approval of the appointment of Brenda Booker as Lead Teacher with a stipend of \$1,500.00 per year.

Motion seconded by: Dr. Cushing

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

“Nays” – none.

Action Passed

Information items

Review of spring 2022 Professional Development Activities sponsored by L.E.A.S.E.

Mrs. Fox reported that the Spring FY22 Professional Development Activities list was included in the board packets.

Required annual summary report on compliance issues in the Cooperative.

Mrs. Fox informed the board that there was one Indicator 11 issue found with a district, along with the state complaint filed by Equipped for Equality. ISBE has not responded to the meeting that will be held on Friday (June 10th).

Mrs. Fox also explained to the board rules on 45 day interim placements and changes of placement of a special education student into the Safe School. Students are to receive the same special education minutes when placed at the Safe School that they were receiving at their current home school placement. This has not been the case at the Safe School. Student’s minutes have been reduced to monitoring minutes. Mrs. Fox discussed her concerns with Chris Dvorak at R.O.E.

First Reading of updated/new policies

Mrs. Fox reported that the following updated and new procedures go along with the policies that are being presented for second reading. The procedures include: *4:60 AP4 Federal Award Procurement Procedures; 4:170 AP1 Comprehensive Safety and Crisis Program; 4:170 AP2 Routine Communications Concerning Safety and Security; 4:170 AP2, E5 NEW Notice to Parents/Guardians of Lockdown Drill; Opt-Out; 4:170-AP8 Criminal Offender Notification Laws; 5:30-AP4 Interview Questions and 5:30 AP2 Investigations;*

Update on recent V.O.I.C.E. / legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives

- Mrs. Fox informed the board that there were 12 districts that did not meet MOE requirements. Many of the issues have to do with transportation due to COVID. She will assist these districts and is reaching out to them regarding this issue.

Non-Agenda Items from the Executive Committee/Director

The board discussed the security at both C.B.S. and the central office. The board suggested having at least security cameras installed, and perhaps additional security measures.

Mrs. Fox announced that Melissa Cassidy and Laura Levin, coordinators, would like to sponsor a “Back to School Bash” and ask different organizations to take part in the event. Information on this event would be sent to special education contacts and teachers.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Craven

Motion seconded by Dr. Cushing

A voice vote indicated all ayes.

Action: Passed

Time of adjournment: 10:34 a.m.

Post Meeting Action

Date minutes approved: August 2, 2022

Date minutes were available for public inspection: August 2, 2022

Date minutes were posted on Alliance website: August 2, 2022