

**LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION**

**1009 Boyce Memorial Drive Ottawa, IL 61350**

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**Open Meeting Minutes**

Date: September 7, 2021

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: Dr. Jodi Moore

Members in attendance:

1. Dr. Mike Cushing
2. Dr. Jodi Moore
3. Mr. Michael Pillion
4. Mr. Chuck Schneider

Members absent: Mrs. Kristi Eager

Also present

1. Mrs. Kathy Fox, Director

**Change to Sept. 7, 2021, Agenda**

Mrs. Fox explained that some items requiring a closed session were presented to her after the board packets were sent out to the board members. There is now the need to add a closed session to today's agenda.

**Reception of Guests and Visitors and provide Opportunity for Public Comment**

There were none.

**Approval of Items on Consent Agenda: Open and Closed Session Minutes from the Board meeting held on August 10, 2021; July 2021 Bank Reconciliation; August Bills and Financial Reports and the destruction of tape recorded closed session minutes from February 4, 2020, and March 2, 2020.**

Summary of discussion: Mrs. Fox explained that all documents for the above agenda items were presented in the board packet, and an additional bill list was added.

Motion made by: Mr. Chuck Schneider

Motion:  To approve the open and closed session minutes from the Board meeting held on August 10, 2021, to approve the bank reconciliation report for July 2021, to approve the August 2021 bills and financial report and the destruction of tape recorded closed session minutes from February 4, 2020, and March 3, 2020.

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Schneider, Pillion, Cushing and Moore.

"Nays" – none.

Action:  Passed

## Remaining Agenda Items

### **Agenda item: Approve the annually required resolution on banks used as LEASE depositories**

Summary of discussion: Mrs. Fox shared that this is an annual requirement to approve depositories for funds. We have been happy with LaSalle State Bank..

Motion made by: Dr. Cushing

Motion:  to adopt the following resolution:

WHEREAS L.E.A.S.E. auditors and Article 8, Paragraph 7 of the Illinois School Code require school boards to designate one or more banks or savings and loan associations situated in the State of Illinois as depositories for school funds, therefore be it . . .

RESOLVED that the LaSalle State Bank of LaSalle be designated as depositories for L.E.A.S.E. and Circuit Breaker School funds.

Motion seconded by: Mr. Pillion

Roll Call: “Yeas” – Cushing, Pillion, Moore and Schneider.  
“Nays” – none.

Action:  Passed

### **Agenda item: Approve upon second reading of updated/new Policies:**

Summary of discussion: Ms. Chapman stated that there are no changes from last month. The following are the updated/new policies presented for approval: 2:10 *Special Educe Alliance Governance*; 2:130 *Board-Director Relationship*; 2:240 *Governing Bodies Policy Development*; 2:260 *Uniform Grievance*; 2:265 *Title IX Harassment*; 5:10 *Equal Employment Opportunity and Minority Recruitment*; 5:20 *Workplace Harassment*; 6:235 *Access to Electronic Networks*; 6:255 *Assemblies and Ceremonies*; 6:260 *Complaints about Curriculum, Instructional Materials, and Programs*; 7:180 *Bullying, Intimidation and Harassment* and 7:280 *Communicable and Chronic Infectious Disease*

Motion made by: Mr. Schneider

Motion:  to approve upon second reading of updated/new policies: 2:10 *Special Educe Alliance Governance*; 2:130 *Board-Director Relationship*; 2:240 *Governing Bodies Policy Development*; 2:260 *Uniform Grievance*; 2:265 *Title IX Harassment*; 5:10 *Equal Employment Opportunity and Minority Recruitment*; 5:20 *Workplace Harassment*; 6:235 *Access to Electronic Networks*; 6:255 *Assemblies and Ceremonies*; 6:260 *Complaints about Curriculum, Instructional Materials, and Programs*; 7:180 *Bullying, Intimidation and Harassment* and 7:280 *Communicable and Chronic Infectious Disease*

Motion seconded by: Dr. Cushing

Roll Call: “Yeas” – Schneider, Cushing, Moore and Pillion.  
“Nays” – none.

Action:  Passed

**Agenda item: Approve the L.E.A.S.E. 2020-2021 audit for required distribution.**

Summary of discussion: Mrs. Fox reported that we did receive a positive, clean audit report, with no significant deficiencies, material weaknesses, or instances of non-compliance. There were a couple of findings noted, such as not having someone on staff that can complete the financial statements and related disclosures to meet GASB standards. This is a very common finding and is mentioned every year. There was also a concern with the Medicaid Flow through account. This account appeared to have been significantly overspent. The budgeted amount was \$450,000 and the flow-through dollars for the audit year were 1.3 million. This then made it appear that our budget was over spent by \$25,000.

Motion made by: Mr. Schneider

Motion:  To approve the L.E.A.S.E. 2020-2021 audit for required distribution

Motion seconded by: Mr. Pillion

Roll Call: “Yeas” – Schneider, Pillion, Cushing and Moore  
“Nays” – none.

Action:  Passed

**Agenda item: Approve contract for Marco Technologies**

Summary of discussion: Mrs. Fox explained that this contract is a new, combined contract with Marco Technologies for printing and copying that eliminates the overage charges we were paying with our current contract. Overage charges can add up to over \$1300 per year. The new, proposed contract will include both the L.E.A.S.E. central office, along with C.B.S. Mrs. Fox further informed the board that all copy machines installed will be new.

Motion made by: Dr. Cushing

Motion:  to approve the new contract from Marco Technologies for copying services

Motion seconded by: Mr. Pillion

Roll Call: “Yeas” – Cushing, Pillion, Moore and Schneider.  
“Nays” – none.

Action:  Passed

**Agenda item: Approve contract for Orientation and Mobility Services for FY22**

Summary of discussion: Mrs. Fox explained that the board is presented a contract for approval for O & M services performed by Julie Yglesias. Ms. Yglesias will continue to work for L.E.A.S.E. districts in the area of Orientation and Mobility at the rate of \$72.80 per hour. Mrs. Fox also told the board that Ms. Yglesias has been with L.E.A.S.E. for three years.

Motion made by: Mr. Pillion

Motion:  to approve the new contract for Orientation and Mobility services for FY 22

Motion seconded by: Mr. Schneider

Roll Call: "Yeas" – Cushing, Pillion, Moore and Schneider.

"Nays" – none.

Action:  Passed

### **Motion to Adjourn to Closed Meeting**

Date: September 7, 2021

Time: 9:19 a.m.

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

Motion made by: Dr. Cushing

And seconded by Mr. Pillion

Roll Call: "Yeas" – Cushing, Pillion, Moore and Schneider

"Nays" - none

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.

Roll Call: "Yeas" – Schneider, Pillion, Eager and Moore

"Nays" – none.

Actions:  Passed

Time of adjournment of closed meeting and return to open meeting: 9:33 a.m.

### **Motion to Return to Open Meeting**

Motion made by: Mr. Schneider

Motion:  To return to Open Meeting

And seconded by: Mr. Pillion

Roll Call "Yeas" – Schneider, Pillion, Cushing and Moore

"Nays" – none.

Action:  Passed

### **Information Items**

#### **C.B.S. monthly report**

Mrs. Fox reported that Ms. Salazar's Circuit Breaker School report is included in the packet.

Mrs. Fox informed the board that the school year started out with a few issues, such as very hot temperatures, wearing masks with these warm temperatures and bussing problems. All bussing issues have been resolved. It was reported that ODRs and behavior stats are still similar to what the school experienced in 2019. Mrs. Fox also told the board that she and Mrs. Salazar are completing the Esser 3 grant.

Mrs. Fox announced that all staffing positions at C.B.S. have been filled, with two new teachers this year, along with a new para-professional. There is room at the school for additional students.

### **Review of updated/new procedures**

Mrs. Fox explained that the following procedures/exhibits have been added or updated to align with the policy change. There are six updated procedures and one new exhibit: 1:20 AP1 *Checklist for Intergovernmental Agreement*; 5:30 AP2 *Investigations*; 5:40 AP1 *Communicable and Chronic Infectious Disease*; 5:170 *Copyright Compliance*; 6:235 AP1 *Acceptable Use of Electronic Networks*; 6:250 AP1 *Resource Persons and Volunteers: Screening*; 7:345 AP1, E4 (NEW) *Notice of Parent Rights Regarding Student Covered Information*.

### **Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new positions for the 2021-2022 school year.**

Mrs. Fox reported that there have been 67 special education position changes within the cooperative and gave a verbal report on this. Mrs. Fox did say that there were 62 changes last year at this time.

### **Report on Circuit Breaker School Annual School Safety Review**

The annual safety meeting was completed at Circuit Breaker School on August 25, 2021. There were no changes from the previous year. Mrs. Fox informed the board that drills have been scheduled, along with trainings, such as CPR.

### **COVID-19 Protocol Update**

Mrs. Fox told the board she is following all CDC COVID guidelines and procedures. Mrs. Fox also reported the number of staff that would need to be tested weekly starting September 20, 2021. Discussion was held on trying to find testing locations for staff that can't test at schools.

New COVID remote protocols are established and Jayme is working on meeting those requirements. Mrs. Fox told the board that C.B.S. would most likely "stream" into classroom lessons should going to remote learning occur again.

### **V.O.I.C.E./legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives update**

Mrs. Fox said that she has completed an on-line training regarding Medicaid. There is now a change to the way we list employees in PGC for Medicaid. Previously, we always listed L.E.A.S.E. employees providing direct services in that district in PCG with the district. Moving forward, this can no longer be done. If staff are paid by L.E.A.S.E., then the staff member must be listed on the L.E.A.S.E. roster. Any refund would come off the bill at the end of the year due to L.E.A.S.E. receiving the Medicaid funds. Mrs. Fox announced that this change will impact the procedures that our bookkeeper currently uses.

### **Non-Agenda Items**

Dr. Jodi Moore explained that her district, Leland Dist. #1, may possibly leave the cooperative in 2024. There is a possible consolidation involving Leland and another district. Notice of leaving the L.E.A.S.E. co-op would need to be submitted by this December of 2021. Dr. Moore stated that if the consolidation doesn't go through, Leland Dist. #1 will stay with L.E.A.S.E. Mrs. Fox will get guidance from our attorney on this issue.

### **Approval of Motion to Adjourn**

Motion made by:  Mr. Pillion

Motion: to adjourn the September 7, 2021, executive committee meeting

Motion seconded by: Mr. Schneider

Voice Vote: “Yeas” – all

“Nays” – none.

Action:  Passed

Time of adjournment: 9:56 a.m.

**Post Meeting Action**

Date minutes approved: Oct. 5, 2021

Date minutes were available for public inspection: Oct. 5, 2021

Date minutes were posted on Alliance website: Oct. 5, 2021