

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

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

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**Open Meeting Minutes**

Date: September 6, 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: Mr. Jamie Craven

Members in attendance:

1. Mr. Jamie Craven
2. Dr. Mike Cushing
3. Mrs. Kristi Eager (enter meeting at 9:48 a.m.)
4. Mr. Ryan Linnig
5. Mr. Michael Pillion

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

Also present

1. Mrs. Kathy Fox, Director

**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 2, 2022; July 2022 Bank Reconciliation; August Bills and Financial Reports and the destruction of tape recorded closed session minutes from March 2, 2021.**

Summary of discussion: Mrs. Fox explained that all documents for the above agenda items were presented in the board packet.

Motion made by: Mr. Michael Pillion

Motion:  To approve the open and closed session minutes from the board meeting held on August 2, 2022, to approve the bank reconciliation report for July 2022, to approve the August 2022 bills and financial report and the destruction of tape recorded closed session minutes from March 2, 2021.

Motion seconded by: Dr. Cushing

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

"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: Mr. Craven

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. Linnig

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

"Nays" – none.

Action:  Passed

**Agenda item: Approve the L.E.A.S.E. 2021-2022 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.

Motion made by: Dr. Cushing

Motion:  To approve the L.E.A.S.E. 2021-2022 audit for required distribution

Motion seconded by: Mr. Linnig

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

"Nays" – none.

Action:  Passed

**Agenda item: Approve Flooring Bid**

Summary of discussion: Mrs. Fox explained that the bid from Carpet Weaver's was received and is the lowest bid for flooring for Circuit Breaker School. The amount of the bid was \$32,840. Mrs. Fox noted that the cost could increase by \$17,859 for Alt. Bid B-1 Moisture Mitigation if determined to be needed by a moisture test.

Motion made by: Mr. Linnig

Motion:  to approve bid from Carpet Weaver's for \$32,840, with a possibility of another \$17,859 added for moisture mitigation.

Motion seconded by: Mr. Pillion

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

"Nays" – none.

Action:  Passed

**Agenda item: Approve contract for Orientation and Mobility Services for FY23**

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 \$75.70 per hour.

Motion made by: Mr. Linnig

Motion:  to approve the new contract for Orientation and Mobility services for FY23

Motion seconded by: Mr. Cushing

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

“Nays” – none.

Action:  Passed

**Agenda item: Approve C.B.S. Substitute Pay Increase**

Summary of discussion: Mrs. Fox discussed with the board the current substitute rates at Circuit Breaker School. Mrs. Fox explained that our current rates are lower than other districts and because of this, the school has a harder time filling substitute positions. Discussion was held on increasing the rates to be competitive and agreed to raise the daily sub teaching rate from \$110 to \$125 and the daily sub paraprofessional rate from \$89 to \$100 per day.

Motion made by: Mr. Linnig

Motion:  to approve new substitute rates for teachers and paraprofessionals to daily rates of \$125 (teacher) and \$100 (paraprofessional).

Motion seconded by: Dr. Cushing

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

“Nays” – none.

Action:  Passed

**Agenda item: Approve FY23 Re-opening Plan**

Summary of discussion: Mrs. Fox presented the Re Opening Plan for Covid protocols. LEASE will discontinue weekly testing with in the school and office. Covid test will be made available to staff students and their families for use at home. The Plan will be posted on the LEASE website.

Motion made by: Mr. Craven

Motion:  to approve the FY23 Re-opening Plan

Motion seconded by: Mr. Linnig

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

“Nays” – none.

Action:  Passed

**Motion to Adjourn to Closed Meeting**

Date: September 6, 2022

Time: 9:17 a.m.

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

Motion made by: Mr. Pillion

And seconded by Mr. Linnig

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" – Pillion, Linnig, Craven and Cushing

"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. Linnig

Motion:  To return to Open Meeting

And seconded by: Dr. Cushing

Roll Call "Yeas" – Linnig, Cushing, Craven and Cushing

"Nays" – none.

Action:  Passed

### **Anticipated Action Items After Closed Session**

#### **Approve Resolution to hire Paraprofessionals**

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 Circuit Breaker School paraprofessional and...

WHEREAS a current employee is a suitable and fully qualified applicant for this position,  
therefore be it...

RESOLVED to employ Mary Beth Ponsetti to a full time paraprofessional position at Circuit Breaker School for the 2022-23 school year at a salary of \$20,537.

WHEREAS a vacancy exists for a full time Circuit Breaker School paraprofessional and...

WHEREAS a current employee is a suitable and fully qualified applicant for this position,  
therefore be it...

RESOLVED to employ Savana Woods to a full time paraprofessional position at Circuit Breaker School for the 2022-23 school year at a salary of \$19,958.

Motion seconded by: Mr. Linnig  
Roll Call: "Yeas" – Pillion, Linnig, Craven and Cushing  
"Nays" – none.  
Action:  Passed

### **Approve Resolution to hire part-time janitor at C.B.S.**

Summary of Discussion: As discussed in Closed Session

Motion made by: Dr. Cushing

Motion:  to adopt the following resolution

WHEREAS a vacancy exists for a part time Circuit Breaker School custodian and...

WHEREAS a current employee is a suitable and fully qualified applicant for this position,  
therefore be it...

RESOLVED to employ Desiree Brantner to a part time custodian position at Circuit Breaker School for the 2022-23 school year at a salary of \$18 per hour.

Motion seconded by: Mr. Linnig  
Roll Call: "Yeas" – Cushing, Linnig, Craven and Pillion  
"Nays" – none.  
Action:  Passed

### **Approve Stipend Pay**

Summary of Discussion: As discussed in Closed Session

Motion made by: Dr. Linnig

Motion:  to approve stipend pay of \$1,000 to Melissa Cassidy and Nicole Butt for mentoring services for FY23.

Motion seconded by: Mr. Pillion  
Roll Call: "Yeas" – Linnig, Pillion, Craven and Cushing  
"Nays" – none.  
Action:  Passed

**Mrs. Eager enters the board meeting at 9:48 a.m.**

### **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 there were two incidents that involved the police and that two arrests were made. Behaviors have increased since the beginning of the year.

Discussion was held on the progress of updating all locks, doors and security.

### **First reading of updated/new policies**

Mrs. Fox explained that the following policies have been added or updated. The policies are as follows: 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 Police Interviews* and 7:160 *Student Appearance*;

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

Mrs. Fox told the board that the safety committee had met on August 23, 2022. It was also announced that in addition to Mrs. Fox and the C.B.S./R.S.S.P. staff, Mike Grenda will also be joining this group.

### **Vision Services**

Mrs. Fox reported to the board that an agreement has been reached between us and Lincoln-Way Area Special Education #843 for vision services. The cost is \$180 per hour and includes mileage

### **Embrace Update**

Mrs. Fox said that there was an issue with Embrace and compliance. While addressing this problem, a software developer (from Embrace) went into the live site and deleted all of Putnam County's attached documents. Mrs. Fox spent hours searching through past documents and found approximately 120 documents that would need to be located and uploaded again. Both Mrs. Fox and the board agreed that there should be some financial reimbursement given back to us for this error.

### **Community Partnership Committee**

Mrs. Fox reported that a Trunk or Treat event is scheduled and slated for Wednesday, October 26<sup>th</sup>. A brochure about this is included in the blue board folders. The event will be held at the office parking lot.

### **Update on C.B.S. locks**

Mrs. Fox reported that all locks have been replaced at C.B.S. and that all staff have a lanyard with a key attached. New locks for the L.E.A.S.E. central office bid came in at \$3,682 from Frank's Lock

and Key. Mrs. Fox explained that she is moving forward with accepting this bid. The board reinforced the importance of getting the building secured and safe for staff and students.

### **Playground Equipment**

Mrs. Fox updated the board on the progress of getting the C.B.S. playground equipment installed. Mrs. Fox would like to get our architect (Kmetz Architects, Inc.) more involved in this process and she and the board are concerned at the lack of involvement from Kmetz at this point. Mrs. Fox explained that Mr. Kmetz has shared with her that he is having trouble finding people to work on this project.

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

- Mrs. Fox stated that we are in the final round for the LaSalle County grant and that we have been moved from the Internal Round to the External Round.
- Mrs. Fox informed the board that another mediation has been filed Due to a medical leave of a staff member, she will be handling this mediation.
- The Alliance Council Dinner/Meeting is set for Thursday, September 15<sup>th</sup> and Mrs. Fox announced that Teri Engler will be the guest speaker. Mrs. Fox asked the board what areas they would like Ms. Engler to concentrate on when giving her presentation.
- An “Equip for Equality” meetings is going to be hold on Friday, Sept. 9<sup>th</sup>.
- Mrs. Fox updated the board that she is considering attaining a new insurance broker and is waiting on getting quotes form our current broker.
- An update was given on staffing issues. The board and Mrs. Fox all agreed to hire a new bookkeeper one year out from Mrs. Parzgnat’s retirement. (December of 2022) Mrs. Fox also shared with the board that she is writing down tasks that she completes that can be shared. This will help ease up her workload.

### **Other Non-Agenda Items**

- Finally, Mrs. Fox acknowledged and thanked Mr. Pillion for his years on the board and commended his dedication in serving on the L.E.A.S.E. Executive Committee. She also gave this recognition to Dr. Jodi Moore, who also served on the board and was the board chair this last year.

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

Motion made by:  Mr. Linnig

Motion: to adjourn the September 6, 2022, executive committee meeting

Motion seconded by: Mrs. Eager

Voice Vote: “Yeas” – all

“Nays” – none.

Action:  Passed

Time of adjournment: 9:56 a.m.

### **Post Meeting Action**

Date minutes approved: Oct. 4, 2022

Date minutes were available for public inspection: Oct. 4, 2022

Date minutes were posted on Alliance website: Oct. 4, 2022