

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION

1009 Boyce Memorial Drive Ottawa, IL 61350

PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

Open Meeting Minutes

Date: September 5, 2017

Time: 9:05 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. Cleve Threadgill

Members in attendance:

1. Mr. Brian DeBernardi
2. Mr. Ryan Linnig
3. Mr. Ted Sanders
4. Mr. Matt Seaton
5. Dr. Sandra Malahy
6. Cleve Threadgill

Members absent: Mr. Steve Wroblewski

Also present

1. Ms. Mary Jane Chapman, 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 7, 2017; July 2017 Bank Reconciliation; August Bills, Financial Reports, Investment Reports and CBS Student Activity Fund Report.

Summary of discussion: Ms. Chapman shared an additional bill list.

Motion made by: Mr. Linnig

Motion: To approve the open and closed session minutes from the Board meeting held on August 7, 2017; to approved the bank reconciliation report for July 2017; to approve the August 2017 bills and financial report, investment report and the C.B.S. Student Activity Fund Report.

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – Linnig, Sanders, DeBernardi, Seaton, Malahy and Threadgill.

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E 2016-2017 audit for required distribution.

Summary of discussion: Ms. Chapman reported that the audit was completed with no issues or findings. The only changes to the audit is the addition of shared services that was part of the original document. The only note is listed in the letter that inserted in the board packets. The letter related to not having someone on staff that can complete the financial statements and related disclosures related to GASB standards. The board chose not review the audit since there were no findings by auditor.

Motion made by: Mr. Linnig

Motion: to approve the L.E.A.S.E. 2016-2017 audit for required distribution

Motion seconded by: Mr. Seaton

Roll Call: “Yeas” – Linnig, Seaton, Malahy, Threadgill, Sanders, and DeBernardi

“Nays” – none.

Action: Passed

Agenda item: Review for possible approval a proposal for future auditing services.

Ms. Chapman reported that this is the last year for our contract with MACK for auditing services. Discussion was held as to rather or not L.E.A.S.E. should seek bids. Ms. Chapman shared the proposals she received the last time she sought out bids for the audit. The board felt that L.E.A.S.E. should still have MACK do the audit, as they are familiar with our organization and had the lowest bid.

Motion made by: Mr. Seaton

Motion: To retain MACK as the L.E.A.S.E. auditor

Motion seconded by: Mr. Linnig

“Nays” – None.

Action: Passed

Agenda item: Approve the Administrative Salary and Benefits document for posting on the L.E.A.S.E. website.

Summary of discussion: Ms. Chapman shared the L.E.A.S.E. administrator’s and teacher’s salary compensation and benefit reports for posting on our website. She noted this was in the same format we have used since this requirement was implemented.

Motion made by: Mr. Seaton

Motion: to approve the Administrative and Teacher Salary and Benefits documents for posting on the L.E.A.S.E. website.

Motion seconded by: Mr. Sanders

“Nays” – none.

Action: Passed

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

Summary of discussion: Ms. Chapman shared this is an annual requirement to approve depositories for funds. We have been happy with LaSalle State Bank and the unique sweep account that is available to earn some additional interest.

Motion made by: Mr. DeBernardi

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: Dr. Malahy

“Nays” – none.

Action: Passed

Agenda item: Approve the recommended candidate to replace outgoing Executive Committee member to present to the Alliance Council.

Summary of discussion: As discussed in June, there are three choices to recommend to the Alliance Council to replace Ryan Linnig in October. The three candidates include Mike Cushing, Kristen School and Matt Wilkinson. The board will recommend Kristen School.

Motion made by: Mr. Threadgill

Motion: to approve the Ms. Kristen School as the recommended candidate for the L.E.A.S.E. Executive Committee Board member for Alliance Council consideration.

Motion seconded by: Mr. Linnig

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve the date for the 2017-2018 budget amendment hearing and review the draft of the 2017-2018 budget amendment.

Summary of discussion: Ms. Chapman discussed budget changes with the board. The changes include savings with the hiring of new coordinators and principal, but an increase in reimbursed costs with the hiring of two individual paraprofessionals on behalf of districts and also a significant increase in attorney fees.

Motion made by: Mr. Linnig

Motion: to approve the date for the 2017-2018 budget amendment hearing and review of the draft 2017-2018 budget amendment

Motion seconded by: Mr. Sanders

Action: Passed

Agenda Item: Motion to Adjourn to Closed Meeting

Date: Sept. 5, 2017

Time: 9:18 a.m

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

Motion was made by: Mr. DeBernardi

Motion seconded by: Mr. Sanders

Motion: 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.

Time of adjournment of closed meeting and return to open meeting: 9:23 a.m.

Motion to Return to Open Meeting

Motion made by: Mr. Linnig
Motion: To return to Open Meeting
Motion seconded by: Mr. Sanders
Action: Passed

Information Items

C.B.S. monthly report

CBS had a lot of student changes the first few days with students moving out of the county and others being released from Department of Corrections. The start of the school year has been pretty positive, especially with changes initiated in the high school classes. Students now change classes between three teachers, and are grouped by age level. This has helped with discipline referrals which have decreased significantly from previous years.

Report on Circuit Breaker School Annual School Safety Review

We held the required annual safety plan review on August 31, 2017. No changes were made to the safety plan, however, we plan on having a building evacuation drill where everyone is evacuated to Peru Catholic.

Summary of Coordinator Activities for 2015-2016

Last year coordinators attended 432 IEP meetings (up about 75) and spent 89% of their time providing in-service and technical assistance. They reviewed over 5,000 IEP's. We had 2053 participants (down about 50 from the previous year) in professional development activities and presented over 120 workshops. They evaluated 121 special educators, which is the most evaluations we've ever provided in one school year.

Report of past and upcoming Professional Development Activities sponsored by L.E.A.S.E.

L.E.A.S.E. finished out last year with summer autism training. The training was totally re-vamped and the evaluation responses were extremely positive. Coordinators report seeing results in classrooms throughout the cooperative with structures being in place before school started. We have another busy professional development schedule in place for this year that includes an added training for general educators on "Students with Autism" and a series of co-teaching workshops designed for co-teaching teams. Our Special Education Legal Update meeting in December will provide administrator academy credit for just \$60. The schedule in the packet is a fluid document, and it is expected that more workshops will be added in the spring.

Report/discussion on director recommendations

Mary Jane Chapman was asked earlier in the year to look at some areas within LEASE operations and make some recommendations on ways LEASE could maximize our resources.

Area #1: The first area of concern is our insurance costs. LEASE is one of the remaining few institutions in our area that offers a very generous insurance package to all employees. Ms. Chapman investigated several savings options for moving forward and a cost spreadsheet was presented to the board members. If the Board were to pay up to \$10,000 annually for current staff and up to \$8,000 for employees hired with the begin date after June 20, 2018. This step would save substantially for the cooperative. Ms. Chapman further explained she would like to form a committee to decide options for coverage to provide to all employees for a choice and go with the most popular choice.

The employees would have input as to the type of coverage and the Board would have controlled costs going forward. We could handle the MOE issue by using local funds to complete life-safety work at CBS and a new roof for LEASE. Doing so would allow the capitol expenses to be an allowable exception for MOE and our local costs would be reduced for the following year. Other options discussed regarding this issue are:

1. Reduce para-professionals to part-time, however, that would interfere with valuable time needed to be working with the teacher.
2. Exclude spouses if that spouse carries insurance at his/her workplace.
3. Change coverage
4. Offer board paid premium lump sums (\$10,000/\$8,000) and let employee pick insurance company.
5. Freeze LEASE contributions to where they are today and employee pays the difference (cap premium contributions).

Mr. Seaton suggested that a gradual implementation should occur and that he felt that a committee of L.E.A.S.E. employees could bring back a recommendation to the board. Board members agreed to allow Ms. Chapman to create this committee and not “micro-manage” them. He stressed the importance of letting the committee work on a solution and see what ideas the group comes up with. All board members agreed the savings need to be substantial. Finally, Mr. DeBernadi voiced concern over calling this formed committee an “insurance committee.” One idea he offered was to call this committee an improvement committee.

Area #2: The second area addressed is the LEASE vehicles. Again a spreadsheet was presented to the board showing miles driven, actual cost per mile, etc. The report showed that currently the cost is .17 cents per mile. This is lower than previous years due to no new cars being purchased. It was noted that this lower cost is not consistent with previous years. Ms. Chapman recommended utilizing LEASE vehicles for coordinators, the preschool team and CBS. However, it was recommended that the CBS van and preschool van stay at their respective buildings overnight. Also two new coordinators would leave their cars parked at the LEASE office. Although it might be a cost savings if coordinator cars were left at LEASE overnight, concerns would arise that coordinators would be less likely to be available to school districts before 8:30 a.m. if they have to come to the office to get a car first. Mr. Seaton suggested that another option regarding this issue is to give them a mileage stipend and they use their own cars.

Area #3: The third area Ms. Chapman looked at was utilizing more of a menu approach to LEASE services. Without more input from districts, it can’t determine if there would be an overall savings. However, Ms. Chapman added an additional budget to her working budget that breaks costs down by services, so she could be ready to provide estimates for districts based on the services requested at any time.

Discuss the presentation for the upcoming September 14, 2017 LEASE Alliance Council meeting.

Ms. Chapman informed the board that teachers from LPHS are going to share a presentation they made to their board on the Unique Learning System. She would also provide a brief overview of the financial changes for this year.

Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new positions for the 2016-2017 school year

Ms. Chapman told the board that there are 15 new positions within the cooperative, 11 positions that have been eliminated and 75 staff changes. All position are filled, although two full-time positions are filled with part-time staff.

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

Ms. Chapman shared the following updates:

- As you are finalizing your budgets, please make sure you keep local funding at least level for special education programs to avoid future issues with maintenance of effort.
- The annual fall IAASE conference takes place at the end of September, most often ISBE representatives provide updates during the Board meeting. I hope to participate in the Board Meeting. All of the L.E.A.S.E. coordinators and I will be attending the conference.
- Coordinators should be contacting you about the opportunity to meet and go over the beginning of the year folders. All information requested is due back to L.E.A.S.E. September 15th. Ms. Chapman did say that packets were out a little later than past years because of issues of the rollover. Because of that, reports that needed to be included in the packet couldn't be produced. Ms. Chapman said that she expects some districts to be late getting information back because of the delay.
- ISBE has posted a new parental right document which has been updated in PowerIEP and our L.E.A.S.E. website.
- We have also posted a new document to help districts increase their parental involvement in the special education process.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Linnig

Motion seconded by Mr. DeBernardi

Motion: To adjourn to closed meeting

Action: Passed

Time of adjournment: 10:22 a.m.

Post Meeting Action

Date minutes approved: October , 2017

Date minutes were available for public inspection: October , 2017

Date minutes were posted on Alliance website: October , 2017

LaSalle /Putnam County Educational Alliance for Special Education

Jayme Salazar, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

Telephone 815-220-0740
Fax 815-220-0881

To: Mary Jane Chapman, Director

From: Jayme Salazar, Principal

Re: End of Month Report

Date: September 27, 2017

Leadership Committee- All certified staff including eight teachers, two social workers, and the principal are now members of the leadership committee. This committee was redesigned to improve active participation of all certified staff, create effective communication amongst the building, and condense the amount of meetings held throughout the school week. Classroom teachers are expected to relay leadership informational items to classroom paraprofessionals at weekly department meetings. Reoccurring topics to be discussed at the leadership meetings include curriculum, PBIS, and school activities which were all former committees prior to the 2017-2018 school year. The leadership committee meeting are held on Wednesdays from 2:30-4:00pm.

Curriculum- The leadership committee discussed at length the idea of developing a scope and sequence for coding curriculum. The teachers requested more additional information in the logistics of coding in the classroom and have asked for Marie McLaughlin, IT coordinator, to help teach staff more on the topic. Additionally, the leadership committee is researching ideas for handwriting assessments and interventions to use in grades K-8.

Safety Drills- Certified staff reviewed all safety procedures at the September 6th leadership meeting. Mrs. Salazar and all classroom teachers reviewed safety drills with each class and discussed expectations of student behavior. Wednesday, September 20th both CBS and Safe School participated in a code exit drill in coordination with Peru Catholic School. The code exit drill ran very smoothly, all staff and students were able to exit the CBS building and walk to the determined safety site and return to the CBS building within 20 minutes. Additionally, CBS and Safe School participated in the first fire drill of the year.

PBIS- The leadership committee appointed three members to lead the PBIS Universal Team. All grade levels will be represented by the team make up which are as follows: Allyson Miller (K-4), Paula Ficek (Junior High), and Maria Austin (High School). Allyson Miller and Maria Austin are the new internal PBIS coaches for CBS. The first Universal Team work day was held Monday, September 25th and the universal team met with external PBIS coach, Rebecca Harris, to set up work days and goals for the school year. The PBIS team agreed on updating PBIS tickets for grades K-7 and changing PBIS tickets to bucks for grades 8-12. The team feels this will allow for a socially and developmentally appropriate separation in the token economies. Current SWIS trend data was shared with all staff during an after school meeting on Monday, September 25th. The next Universal Team work day will be held Thursday, October 12th.

SWIS Data- As of September 27, 2017 SWIS data indicates CBS Office Discipline Referrals (ODRs) for major behaviors totaled 137. This is a reduction of more than 50% of behaviors compared to September 2015 (316) and September 2016 (320). Per comments of staff and students, this reduction of behavior across the school has improved the overall climate. The behavior pyramid for the 2017-2018 school year currently reflects 59% of students at CBS have received zero or one ODR. Additionally, 20% of CBS students have received 2-5 ODRs and 21% have received 6 or more.

CBS Monthly Statistic Report for September 2017

1. New students enrolled for the first time this month: **3**
2. Total of all students who were on CBS rolls at anytime this month: **54**
3. Number of students on rolls at end of month: **53**
4. Number of boys on rolls at end of month: **46**
5. Number of girls on rolls at end of month: **7**
6. List all students who entered the CBS program this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
Boy	# 120	9/26/17
Boy	# 44	9/26/17
Girl	# 44	9/26/17

7. List students returned to sending, or other responsible district, for any reason this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
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8. List students staffed to residential or other alternative placement this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	# 120	9/11/17
Boy	# 95	9/21/17

9. List students who have dropped and are not included in #7 or #8 above:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	# 120	9/15/17

Attendance Summary:

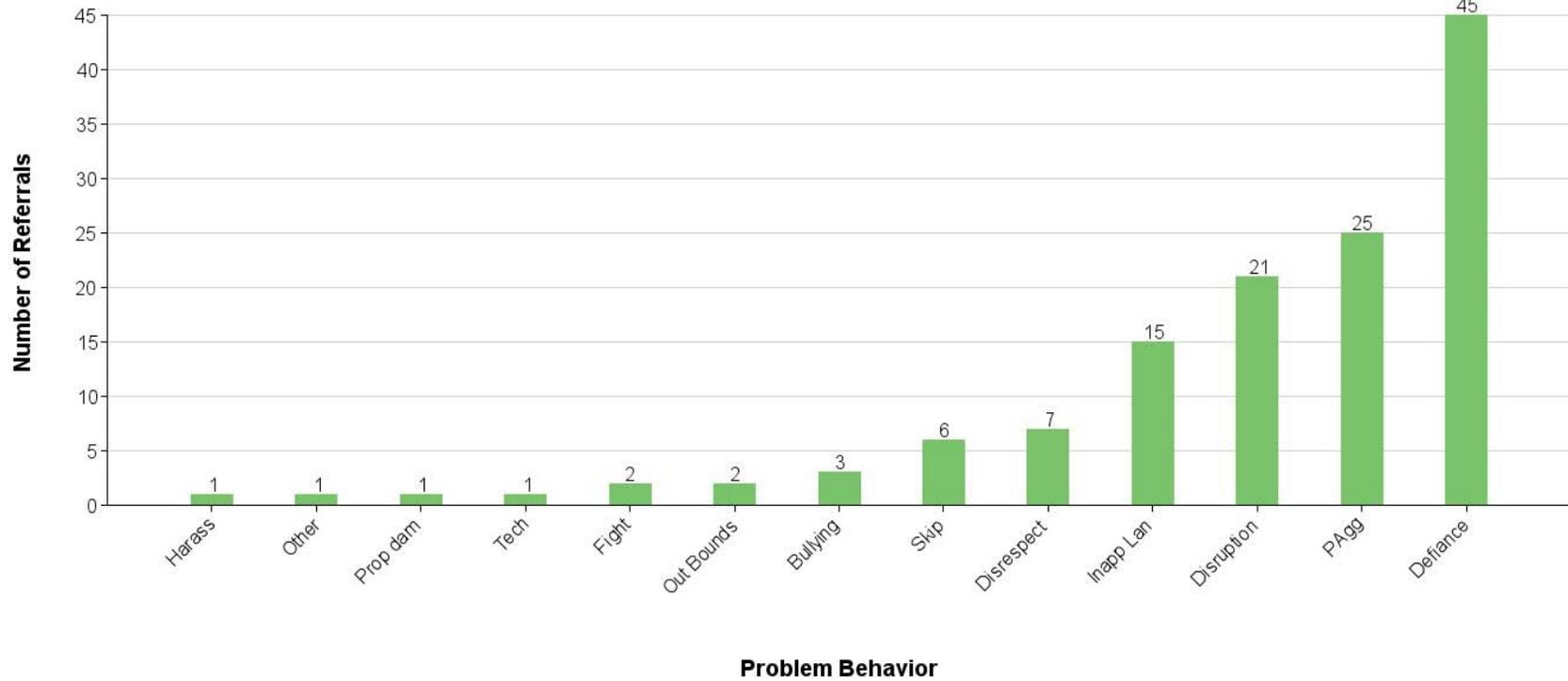
Total Days Excused & Unexcused	Alternative Educational Placements	=	Total Days Absent	/	Total Days Present	=	Percent of Absenteeism %
-							

Circuit Breaker School September 2017 Behavioral Report



Referrals by Problem Behavior

Major, Sep 1, 2017 - Sep 26, 2017



CBS Attendance

