

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
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Open Meeting Minutes

Date: February 6, 2018

Time: 9:12 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. Steve Wrobleski

Members in attendance:

1. Mr. Brian DeBernardi
2. Mr. Ted Sanders
3. Dr. Kristin School
4. Mr. Matt Seaton
5. Mr. Cleve Threadgill
6. Mr. Steve Wrobleski

Members absent: Dr. Sandy Malahy

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on January 09, 2018; December 2017 Bank Reconciliation; Bills, Financial Statements and C.B.S. Activity Fund Report)

Summary of discussion: One additional bill list was shared with the Committee.

Motion made by: Dr. School

Motion: To approve the open and closed session minutes from the board meeting held on January 09, 2018; December 2017 Bank Reconciliation; Bills, Financial Statements and C.B.S. Activity Fund Report.

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – School, Sanders, DeBernardi, Seaton, Threadgill and Wrobleski
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Accept the resignation of staff.

Summary of discussion: Ms. Chapman shared the resignation letter from Debra Mueller, who is an individual aide at CBS. Ms. Chapman also explained to the board that the school is using a substitute aide to fill the position until a replacement is hired.

Motion made by: Mr. Threadgill

Motion: to accept the resignation of Debra Mueller.

Motion seconded by: Mr. DeBernardi

Roll Call: "Yeas" – Threadgill, DeBernardi, Wrobleski, Seaton, School and Sanders.
"Nays" – none.

Action: Passed

Agenda item: Approve retirement request

Summary of discussion: Ms. Chapman told the board that Roy Bodett has met the criteria currently in L.E.A.S.E. Policy 5:340 for a 6% salary increase for three years. Roy has been employed by L.E.A.S.E. for over 10 years and submitted his request prior to February 1st.

Motion made by: Mr. Sanders

Motion: to approve a retirement request from Roy Bodett

Motion seconded by: Mr. DeBernardi

Roll Call: "Yeas" – Sanders, DeBernardi, Seaton, School, Wrobleski and Threadgill
"Nays" – none.

Action: Passed

Agenda item: Review for possible approval of continued funding for previously identified cooperative-wide local district needs

Summary of discussion: Ms. Chapman provided the board a list of our current programs and their status. There are no programs that would meet the criteria to receive a second year letter. Ms. Chapman recommends that two programs be discontinued because they have not served out-of-district students for three years. The remaining programs would be recommended for continued funding. Ms. Chapman also reminded the board that once funding is lost, it cannot be reinstated.

Motion made by: Dr. School

Motion: to approve recommendation for approval of continued funding for previously identified cooperative-wide local district needs

Motion seconded by: Mr. DeBernardi

Roll Call: "Yeas" – School, DeBernardi, Sanders and Threadgill
"Nays" – Seaton and Wrobleski

Action: Passed

Agenda item: Approval of a proposal to hire a school psychologist intern for the 2018-2019 school year

Summary of discussion: Ms. Chapman explained that L.E.A.S.E. has not been in a position to supervise an intern in the past and is excited to have the opportunity to employ a psychologist intern. Ms. Chapman reminded the board that L.E.A.S.E. hired a psychologist at the beginning of this school year and this person would supervise the intern. Ms. Chapman believes it is worth having this intern and recommends that we offer a \$10,000 stipend for an intern even though there would be no personnel reimbursement for the position. Ms. Chapman explained that this intern would also be exposed to high schools and be under the guidance of Mike Grenda, L.E.A.S.E. psychologist.

There was discussion regarding: a.) the need for psychologists in the district, as smaller districts have a difficult time hiring and retaining this position; b.) if a policy needs to be created to keep

consistency should additional interns be employed with L.E.A.S.E., c.) the possibility of adding verbiage in the policy that L.E.A.S.E. require some type of commitment to stay employed in the district, and d.) would the districts who use the intern services be the districts to offset the cost of the intern.

It was decided to table a vote on this matter until after the closed session, as questions regarding individual staff performance would need to take place during the closed session.

Matt Seaton steps out of board meeting at 9:41 a.m.

Agenda item: Possible approval of applications received from local districts for federal funding through L.E.A.S.E. to meet one or more of the highest priority Cooperative-wide needs indicated on our recently approved needs assessment.

Matt Seaton re-enters meeting at 9:43 a.m.

Summary of discussion: Ms. Chapman shared a letter from Mendota High School with a request for incentive funding for a high school program for students with emotional disabilities. Discussion included: a.) clarification of the recent policy changes regarding incentive funding specifically that incentives will no longer provided for new umbrella programs, b.) that a district that accepts an out-of-district student for a program would in turn bill that child's home district for their portion of tuition, c.) board members questioned if there is an identified need for this program as funding was just discontinued for a similar program that hadn't served out of district students for three consecutive years.

Motion made by: Mr. Seaton

Motion: to approve recommendation for approval of applications from local districts for federal funding through L.E.A.S.E.

Motion seconded by: Mr. Sanders

Roll Call: "Yeas" – None

"Nays" – Seaton, Sanders, DeBernardi, Threadgill and Wroblewski

"Abstain" - School

Action: Motion Denied

Motion to Adjourn to Closed Meeting

Date: February 6, 2018

Time: 9:57 a.m.

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

A motion was made by Mr. Sanders

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.

And seconded by Mr. DeBernardi

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:19 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Threadgill

And seconded by Mr. Sanders

To return to open meeting

Roll Call: "Yeas" – Threadgill, Sanders, DeBernardi, Seaton, Wrobleski and School.

"Nays" – none.

Action: Passed

Anticipated Action Items after Closed Session: Approval of a proposal to hire a school psychologist intern for the 2018-2019 school year

Summary of discussion: The board questioned Ms. Chapman if a school district with a psychologist already employed could utilize a psychologist intern. If so, could that district be responsible for the internship stipend. Ms. Chapman will approach districts who may be interested in the services of the intern to secure the funding, as well as creating guidelines/policies for consistency in hiring future interns.

Mr. Threadgill steps out of board meeting at 10:27 a.m.

Mr. Threadgill re-enters board meeting at 10:30 a.m.

A motion was made by Mr. Threadgill

And seconded by Mr. Seaton

Motion: To approve a proposal to hire a school psychologist intern for the 2018-2019 school year pending the L.E.A.S.E. Executive Director securing the funding (\$10,000) as discussed.

Roll Call: "Yeas" – Threadgill, Seaton, Wrobleski, School, DeBernardi and Sanders

"Nays" – none.

Action: Passed

Information Items

C.B.S. monthly report

Ms. Chapman shared Ms. Salazar's report. The Leadership Committee is working to be the model classroom regarding trauma informed classrooms. There were 21 students listed on the honor roll, while there were a total of 26 students for both honor roll and good behavior. The board also asked if the behavioral chart (that is included in their monthly CBS report) could include past years so they can see a comparison. Ms. Chapman will talk to Ms. Salazar about getting the chart to include the information from previous years.

Mr. Threadgill exits board meeting at 10:40 a.m.

L.E.A.S.E. Benefits

Ms. Chapman included a recommendation for employee benefits based on the discussion with the board members the prior week. She explained that she wanted to gather some more information prior to putting this recommendation on the agenda for action. Ms. Chapman told the board that she is hoping to receive proposals from our insurance agent regarding specific insurance options. Contact was made with our attorney regarding the ability to “grandfather” current employees, however, he is out of the office until the week of February 12, 2018. Ms. Chapman made a suggestion to have an insurance committee made up with L.E.A.S.E. staff to investigate other insurance alternatives to save costs.

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

Ms. Chapman has submitted all of the excess cost worksheets on behalf of districts. All of our member district’s excess cost worksheets have now been approved. Finalized copies will be sent out to the districts.

Non-Agenda Items from the Executive Committee/Director

Ms. Chapman asked the board members if they would prefer to bump back the board meeting start time to 10:00 a.m. because of the tendency for other meetings to be scheduled on the second Tuesday of each month. She questioned if the later start time would be more convenient. The members all voiced their preference to leave the board meeting at 9:00 a.m.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Wroblewski

Motion seconded by Mr. Sanders

Action: Passed

Time of adjournment: 10:50 a.m.

Post Meeting Action

Date minutes approved: March 6, 2018

Date minutes were available for public inspection: March 6, 2018

Date minutes were posted on Alliance website: March 6, 2018

LaSalle /Putnam County Educational Alliance for Special Education

Jayne 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/January
Date: January 31, 2018

Leadership Committee- This month the Leadership Committee has focused on the topic of trauma informed classrooms. Although this is not new to CBS, the Leadership Committee agreed this is an area of need for professional development. It is also the goal of the committee to be the classroom model of the LEASE Co-Op in regards to trauma informed classrooms. The committee will continue to identify the top three goals and will outline a plan to meet the goals.

Honor Roll – Students who earned second quarter honor roll, for both academics and behavior, were celebrated on Friday, January 19th. Circuit Breaker celebrated 21 students receiving academic honor roll and 9 students receiving behavior. Four of these students met criteria for both, 26 students were celebrated all together. Many families were in attendance and pictures from the breakfast can be found on the CBS Facebook page.

PBIS/SWIS Data- As of January 31, 2018 data from SWIS indicates that the monthly total of office discipline referrals was 170, averaging daily 9.44. This is down from December 2017 where the average daily office referral was 10.53. It is the goal of CBS to see a continual decline in ODRs for the rest of the school year. The yearly data trend shows a significant decrease in ODRs compared to 2016-2017. A year to date comparison of 2016-2017 (1294) to 2017-2018 (873) shows a 30% decrease in ODRs. It should also be noted that monthly ODR counts have not hit 200 in the 2017-2018 school year. As compared to the year prior up to the month of February, CBS had four months where ODRs reached well over 200. The CBS staff will continue to monitor and use SWIS to make data informed decisions and change interventions as needed for individual students.

CBS Monthly Statistic Report for January 2018

1. New students enrolled for the first time this month: 2
2. Total of all students who were on CBS rolls at anytime this month: 57
3. Number of students on rolls at end of month: 56
4. Number of boys on rolls at end of month: 49
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		# 122	1/8/18
Boy		#122	1/8/18
Boy		# 9	1/8/18
Girl		# 44	1/24/18

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>
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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	# 280	1/12/18
	Girl	# 141	1/23/18

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
123.5	-	6	= 117.5 / 900	= 13.06%

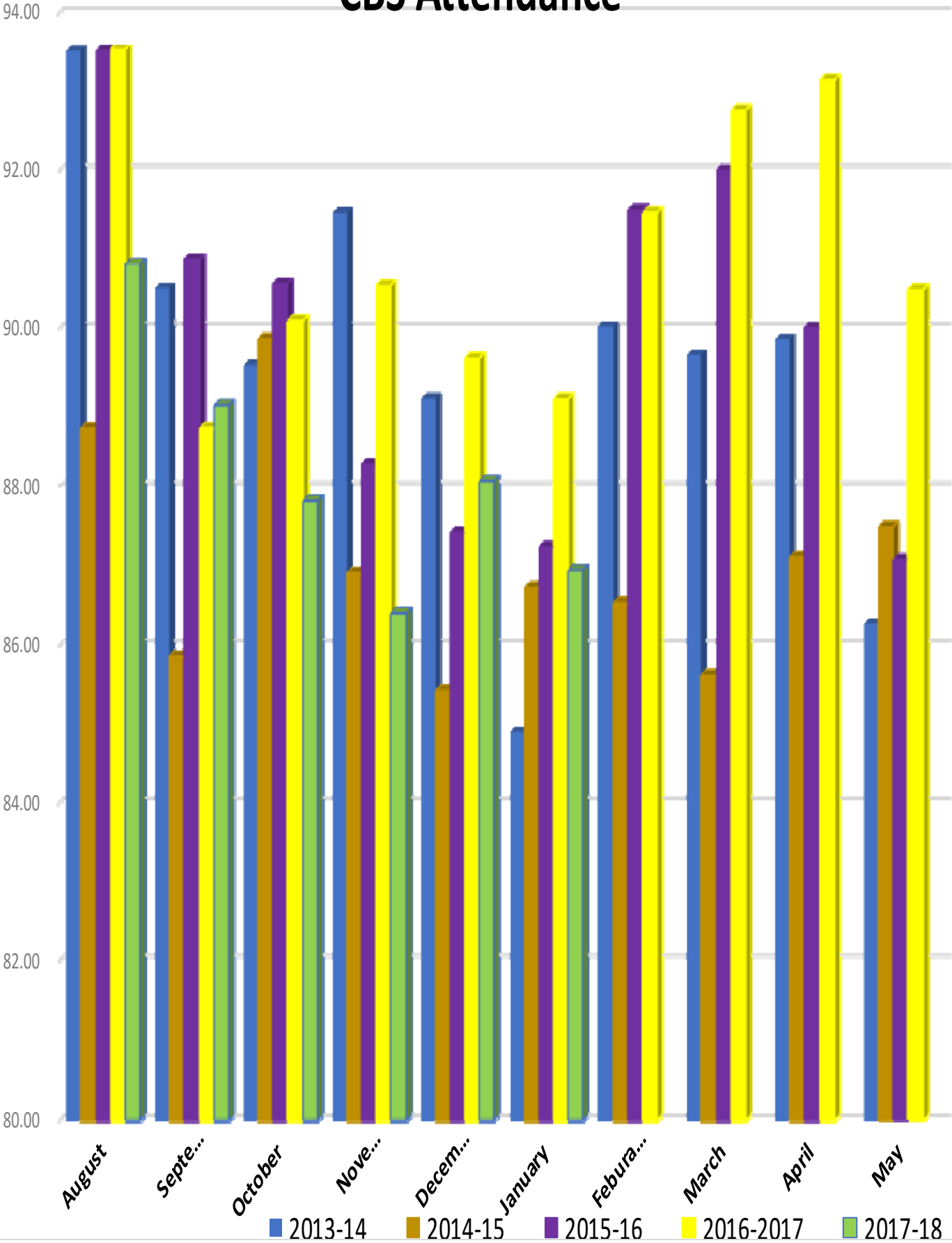
**Circuit Breaker School
January**

**Absence Report
2018**

Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	1	16	1	0	0	1	6.25%
2	9	16	0	0	0	0	0.00%
3	40	16	0.5	1	0	1.5	9.38%
4	40	16	2	1	0	3	18.75%
5	40	16	8	2	0	10	62.50%
6	44	16	0	0	0	0	0.00%
7	44	16	3	0	0	3	18.75%
8	44	16	0	0	0	0	0.00%
9	44	16	2	0	0	2	12.50%
10	44	16	0	2	6	2	12.50%
11	44	16	0	0	0	0	0.00%
12	44	16	3	0	0	3	18.75%
13	44	16	2	0	0	2	12.50%
14	44	16	0	13	0	13	81.25%
15	44	6	0	1	0	1	16.67%
16	44	16	1	3	0	4	25.00%
17	79	16	0	0	0	0	0.00%
18	82	16	2	0	0	2	12.50%
19	95	16	0	0	0	0	0.00%
20	120	16	2	0	0	2	12.50%
21	120	16	3	1	0	4	25.00%
22	120	16	1	1	0	2	12.50%
23	122	16	0	0	0	0	0.00%
24	122	16	1	0	0	1	6.25%
25	122	16	2	1	0	3	18.75%
26	122	16	0	1	0	1	6.25%
27	122	16	1	0	0	1	6.25%
28	122	16	0	0	0	0	0.00%
29	122	16	0	0	0	0	0.00%
30	122	16	0	0	0	0	0.00%
31	122	16	0	0	0	0	0.00%
32	122	16	1	4	0	5	31.25%
33	122	16	2	2	0	4	25.00%
34	122	16	0	0	0	0	0.00%
35	124	16	0	2	0	2	12.50%
36	124	16	2	0	0	2	12.50%
37	124	16	0	0	0	0	0.00%
38	125	16	1	0	0	1	6.25%
39	140	16	2	0	0	2	12.50%
40	140	16	6	0	0	6	37.50%
41	140	16	4	0	0	4	25.00%
42	140	16	2	0	0	2	12.50%
43	141	10	3	2	0	5	50.00%
44	141	16	0	0	0	0	0.00%
45	150	16	2	0	0	2	12.50%
46	150	16	0	1	0	1	6.25%
47	150	16	0	0	0	0	0.00%
48	150	16	1	0	0	1	6.25%
49	160	16	4	3	0	7	43.75%
50	160	16	0	0	0	0	0.00%

51	280	16	0	0	0	0	0.00%
52	280	16	1	1.5	0	2.5	15.63%
53	280	4	0	4	0	4	100.00%
54	289	16	1	1	0	2	12.50%
55	289	16	1	0	0	1	6.25%
56	289	16	0.5	1	0	1.5	9.38%
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58	425	16	1	0	0	1	6.25%
	Totals	900	69	48.5	6	117.5	13.06%

CBS Attendance

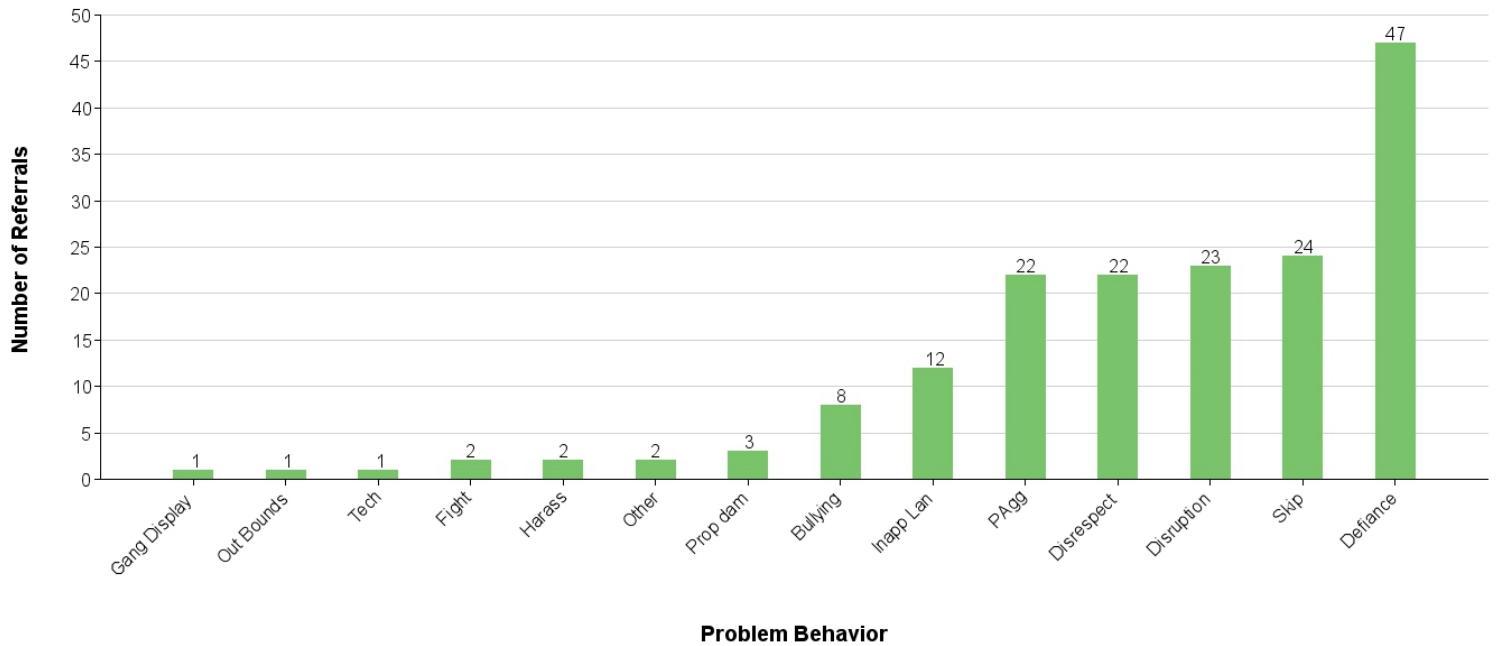


Circuit Breaker School January 2018 Behavioral Report



Referrals by Problem Behavior

Major, Jan 1, 2018 - Jan 31, 2018



LaSalle /Putnam County Educational Alliance for Special Education

Jayne 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/January
Date: January 31, 2018

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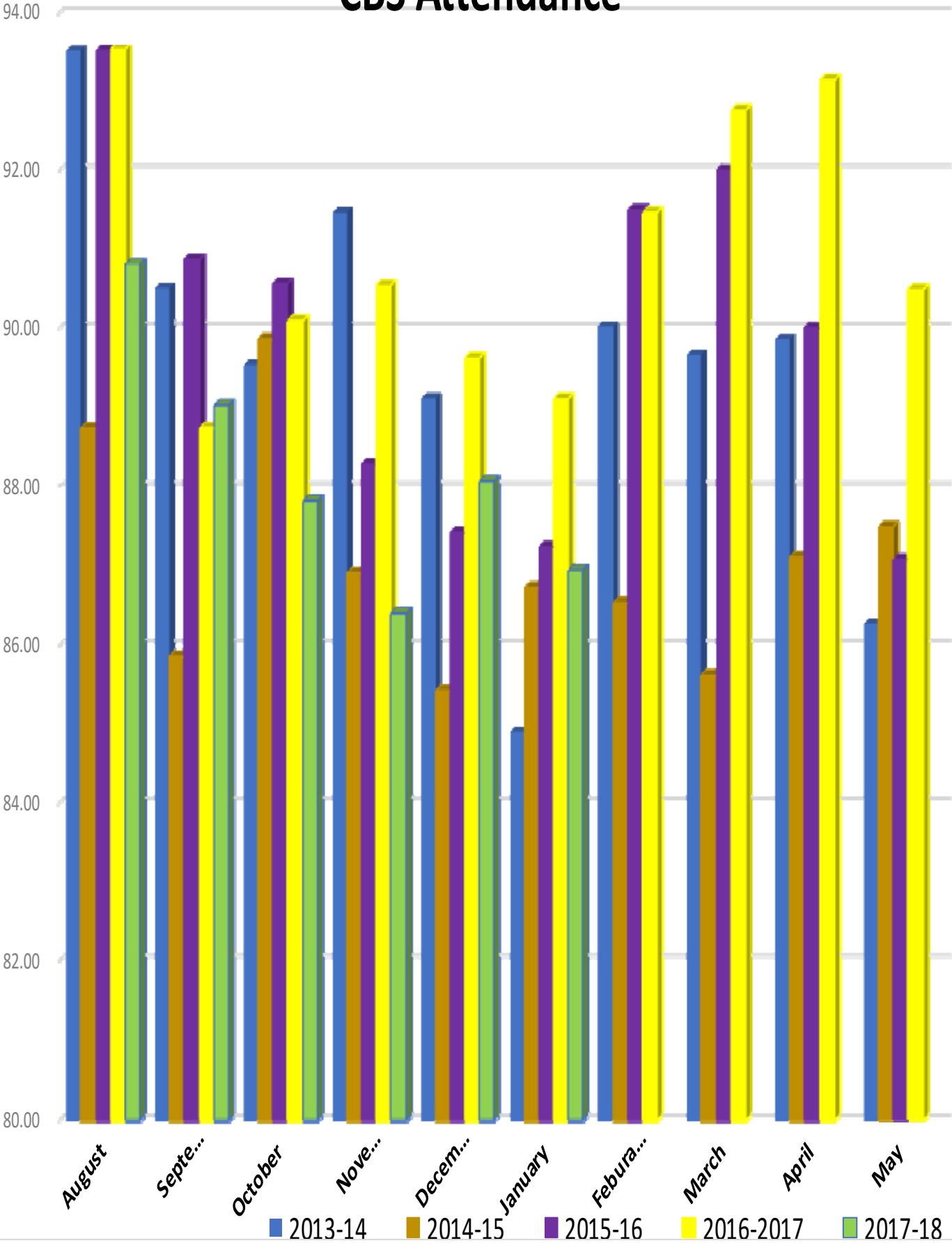
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CBS Attendance



Circuit Breaker School January 2018 Behavioral Report



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