

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
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Open Meeting Minutes

Date: February 11, 2010

Time: 9:06 a.m.

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

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Mark Cross

Members in attendance:

1. Mr. Mark Cross
2. Mrs. JoEllen Fuller
3. Mr. Ryan Linnig
4. Mr. Mike Matteson
5. Mr. Jay McCracken
6. Mr. Jeff Prusator
7. Mr. Mark Thurwanger

Members absent:

none

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant 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 meetings held on January 14, 2010 and January 27, 2010; December 2009 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: Ms. Chapman noted that the payments to districts for ARRA IDEA Sub-grant activities are included in the bills to be approved. We were able to meet the quick deadline to get the revised second quarter report submitted to ISBE in time to receive payment, which we are forwarding to districts.

Motion made by: Mr. Thurwanger

Motion: To approve the open and closed session minutes from the board meetings held on January 14, 2010 and January 27, 2010; to approve the December 2009 bank reconciliation and to approve the bills, statement of position, investment report and C.B.S. activity fund report

Motion seconded by: Mr. McCracken

Roll Call: "Yeas" – Thurwanger, McCracken, Cross, Fuller, Linnig, Matteson and Prusator
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Review for possible approval any requests 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.

Summary of discussion: Ms. Chapman shared applications received from the Grand Ridge, Oglesby and Wallace Superintendents requesting L.E.A.S.E. federal grant funding. The Grand Ridge request for school psychological services and the Wallace request for serving developmental preschool students would both meet Cooperative wide needs. The Oglesby request for serving developmental preschool students would require supplanting funds as the program was started in January of 2009. IDEA grant rules specifically state that funds are not to be used to supplant. Ms. Chapman recommended approval of the Grand Ridge and Wallace requests since they are consistent with our highest priority programmatic needs identified on our recent L.E.A.S.E. needs assessment.

Motion made by: Mr. Matteson

Motion: To approve the incentive program applications received from Wallace and Grand Ridge and for federal funding through L.E.A.S.E. for new 2010-2011 special education programming and to deny the incentive program application from Oglesby since IDEA funds cannot be used to supplant.

Motion seconded by: Mr. Thurwanger

Roll Call: "Yeas" – Matteson, Thurwanger, Cross, Fuller, Linnig, McCracken and Prusator
"Nays" – none.

Action: Passed

Agenda item: Approve on second reading revisions to Policies 2:200 Types of meetings, and 2:250 Access to Alliance Public Records

Summary of discussion: Ms. Chapman reported that these two policies were approved on first reading at the January 2010 Executive Committee meeting. The policies include the changes recommended by the PRESS service.

Motion made by: Mrs. Fuller

Motion: to approve on second reading revisions to Policies 2:200 Types of meetings, and 2:250 Access to Alliance Public Records

Motion seconded by: Mr. Linnig

Roll Call: "Yeas" – Fuller, Linnig, Cross, Matteson, McCracken, Prusator and Thurwanger.
"Nays" – none.

Action: Passed

Agenda item: Approve the proposed lease agreement for copy equipment

Summary of discussion: Ms. Chapman reported that the lease agreements on our copy machines expire on June 30, 2010. Under the new proposal, we will see a reduction in the cost of our lease agreements. All copy machines will have network capability and one will have color capability.

Motion made by: Mr. Linnig

Motion: to approve the lease agreement for copy equipment

Motion seconded by: Mr. McCracken

Roll Call: "Yeas" – Linnig, McCracken, Cross, Fuller, Matteson, Prusator and Thurwanger
"Nays" – none.

Action: Passed

Agenda item: Accept a three year pricing proposal from Call One

Summary of discussion: Ms. Chapman reported that our agreement with Call One expires on June 30. In comparing the Call One proposal with the AT&T proposal it was noted that the AT&T proposal did not include a one time line charge to switch lines, surcharges or Federal, state and county taxes.

Motion made by: Mr. Thurwanger

Motion: to accept the three year pricing proposal from Call One

Motion seconded by: Mrs. Fuller

Roll Call: "Yeas" – Thurwanger, Fuller, Cross, Linnig, Matteson, McCracken and Prusator
"Nays" – none.

Action: Passed

Agenda item: Authorize the Director to advertise for sealed bids for building renovations at the Peru site.

Summary of discussion: Ms. Chapman reported that the only change from the proposed budget we reviewed last month is to remove the chairlift from the construction project and bid it separately. There are only two companies in the State that can manufacture a lift for the building, and they will need a long lead time to get the project completed in time. The architects suggested that we could avoid the contractor's mark-up and have a good chance of getting the lift installed on-time if we remove it from the project. It was suggested that there may be another company available that could manufacture a lift for the building.

Our request for the use of ARRA IDEA funds for construction has been received by ISBE. Our grant coordinator requested further information regarding the Executive Committee decision to use funds for construction, our Joint Agreement Constitution and a clarification in funds requested. Ms. Chapman forwarded the necessary documentation and our request should be reviewed on February 16th. We should have the decision well in advance of the bid opening March 3rd.

Motion made by: Mr. Linnig

Motion: to authorize the Director to advertise for sealed bids for building renovations at the Peru site.

Motion seconded by: Mr. Prusator

Voice vote: "Yeas" – Linnig, Prusator, Cross, Fuller, Matteson, McCracken and Thurwanger
"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: February 11, 2010

Time: 9:26 a.m.

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

A motion was made by Mr. Thurwanger

And seconded by Mr. McCracken

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. 5 ILCS 120/2(c)(1).

Closed Meeting Roll Call: “Yeas” – Thurwanger, McCracken, Cross, Fuller, Linnig, Matteson and Prusator

“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:18 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. McCracken

And seconded by Mrs. Fuller

To return to open meeting

Roll Call: “Yeas” – McCracken, Fuller, Cross, Linnig, Matteson, Prusator and Thurwanger

“Nays” – none.

Action: Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Adopt a resolution relative to reemployment recommendations for specified L.E.A.S.E. staff for the 2010-2011 school year.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Thurwanger

Motion: To adopt the following resolution:

WHEREAS the L.E.A.S.E. Central Office professional staff and the Central Office clerical staff have been evaluated by both their direct supervisors and by the field and...

WHEREAS the above indicated employees have all been rated highly, therefore be it.....

RESOLVED to employ the tenured L.E.A.S.E. Central Office professional staff and the Central Office clerical staff (excluding Circuit Breaker School staff and Speech Pathologists) for the 2010-2011 school year and to specifically offer a...

part-time contract for the 2010-2011 school year to:

Kathryn Lang and to offer a...

second year non-tenure contract for the 2010-2011 school year to:

Stephanie DeSpain and

Sally Fiesel and to offer a...

third year non-tenure contract for the 2010-2011 school year to:

Moriah Mott and to offer a...

fourth year non-tenure contract for the 2010-2011 school year to:

Kristen Smith and to offer a...

fifth year tenure contract for the 2010-2011 school year to:

Susan Bruner

Motion seconded by: Mrs. Fuller

Roll Call: “Yeas” – Thurwanger, Fuller, Cross, Linnig, Matteson, McCracken and Prusator.

“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto reported that the month of January ended with thirty-six students enrolled at CBS. Another student teacher started at C.B.S. in January. The Job Shadowing Program has started. C.B.S. continues to use the AIMS testing process for math and reading. The Student Council continues to meet monthly.

Latest available group insurance renewal information

Ms. Chapman shared the proposed increase in the L.E.A.S.E. health insurance plan. Our broker is marketing our current health plan with other major carriers. The Committee discussed their experiences with Blue Cross/Blue Shield and these other insurance carriers. The renewal will be included on the March agenda as an action item for approval since our renewal date is April 1, 2010.

Proposed Autism Program Updates

Mrs. Carretto indicated we continue to have difficulty finding a location for a L.E.A.S.E. run autism program for FY2010. She is waiting for confirmation from one district who is considering the proposal.

Peru Building Updates

Ms. Chapman reported that the Pre-construction walk-through is scheduled for this afternoon. The asbestos removal is scheduled to begin Monday. All doors and cabinetry from the rooms containing asbestos have been removed. Painting will begin on Monday. The CBS Principal and the RSSP Principal are meeting this morning to discuss plans for schedules and service delivery.

Budget Updates

Ms. Chapman shared that information from the Federal Proposed Budget indicates IDEA funding would increase overall by about 250 million (2.2%) over the 2010 level which would maintain the federal contribution toward meeting the excess cost of special education at the 17 percent level. This would translate to level funding for LEASE.

Ms. Chapman shared spreadsheets containing district billing calculations and calculations for C.B.S. tuition and a L.E.A.S.E. –run autism program. Ms. Chapman indicated that if L.E.A.S.E. does find a location for an autism program then a change would need to be made in the way we calculate the C.B.S. tuition in order to support the new autism program. Ms. Chapman also presented spreadsheets demonstrating how the L.E.A.S.E. Levy is calculated, along with options for changing the levy formula. Following review of these spreadsheets the Committee felt that no changes should be made at this time but that this was something they would like to review and discuss yearly.

NetIEP Updates

Ms. Chapman reported that the NetIEP program will be changed to bring forward all information from the previous IEP when starting a new IEP. Netchemia will provide this change at no cost to the cooperative. As soon as the updates have been implemented, the change will be communicated to local district staff. Mrs. Carretto indicated that she is addressing some inconsistencies in the NetIEP program but they are very minimal. She reminded people to use the “help” pages provided to them for assistance.

Report on LEASE survey results

Ms. Chapman shared that almost half of the surveys emailed to randomly selected local district staff were returned. She further reported that the initial analysis of the written responses indicate overall, district staff feel L.E.A.S.E. coordinators provide excellent service in areas of technical assistance,

and training with specific praise provided for our autism training, RtI support and timely response to questions. When responding to areas in which we could improve, interestingly enough, many respondents continued to praise the service they receive. Some of the identified suggestions for improvement were, more trainings/in-services “on site”, more training for school psychologists, more training on netIEP, and more in-service on IDEA rules and regulations. In response to the request for other comments, there were requests for information to be shared more directly with teachers, more time with coordinators, and some expressed their frustration with netIEP, although not as many as anticipated. The compiled information was shared with coordinators, and a committee will be established to provide a more in-depth analysis of the data based on the groups of respondents in order to identify specific areas for improvement.

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

The “Special Education Eligibility and Entitlement within an RtI Framework” document was released from ISBE. This document was shared with Psychologists and Social workers at their update meeting last week, and an e-mail was sent to all district contacts with the document attached. A follow-up question and answer document will be available from ISBE soon. LEASE coordinators have participated in northern Illinois ASPIRE training on the new requirements and we plan to provide training to district staff in the spring.

New reporting requirements were implemented by ISBE for ARRA IDEA funds related to how jobs created or retained are reported. Districts should be commended for their quick response to this change which resulted in the release of these funds to the cooperative. For third quarter reporting, there will be a new spreadsheet to go along with the data collection tool developed for reporting jobs created and retained and payments to vendors over \$25,000. All districts are required to obtain DUNS numbers for vendors that receive payments over \$25,000. Also, report turnaround is very quick for the quarterly reports as we need to submit the cooperative report within five calendar days of the end of the month. This puts the third quarter report due during many district spring breaks, and the final report due the 5th of July, which is a holiday. Please watch for information regarding the third quarter report which we will send to superintendents and copy to bookkeepers.

The L.E.A.S.E. office staff have been participating in mini training sessions throughout the year to increase their skills in Microsoft Word, Excel, PowerPoint , Access and netIEP data processing. The trainings have been well received and we are using in-house “experts” to provide the training.

During our L.E.A.S.E. coordinator meetings, Ms. Chapman asks for people to share good news. Many coordinators are reporting very positive impacts on student benchmark and progress monitoring data as a result of coordinated early intervening services.

L.E.A.S.E. staff are beginning to gear up for our summer autism training that will once again be held at L.E.A.S.E. this year. Coordinators will be approaching districts about arrangements for transportation for students chosen to participate in the training in the near future.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Matteson

Motion seconded by Mr. McCracken

Action: Passed

Time of adjournment: 11:04 a.m.

Post Meeting Action

Date minutes approved: March 11, 2010

Date minutes were available for public inspection: March 11, 2010

Date minutes were posted on Alliance website: March 15, 2010

LaSalle /Putnam County Educational Alliance for Special Education

Phillip F. Gassman, Principal
Circuit Breaker School
226 East Scott Street
P.O. Box 530
Seneca, Illinois 61360

Telephone 815-357-6633
Fax 815-357-1766

To: Mary Jane Chapman, Director

From: Phil Gassman, Principal

Re: End of Month Report/January

Date: January 29, 2010

We ended the month of January with 36 students. We had two students enter the Department of Corrections, one student drop, one student transfer to another program, and two students graduate from their home school this month.

We started another student teacher from ISU for this quarter. This will be our 3rd student teacher this school year.

We started the CBS Job Shadowing Program this month with students job shadowing with the Police, EMTs, and the Joliet Jr. College Culinary Program.

We also continue to use the AIMS testing to track progress with our students in Reading & Math.

The CBS student council continues to meet monthly and have decided to use their funds for a presentation from Furry Friends in the spring.

Thank you for your continued support.

CBS Monthly Statistic Report for January 2010

- | | |
|-----------------------------------------------------------------------|-----------|
| 1. New students enrolled for the first time this month: | 0 |
| 2. Total of all students who were on CBS rolls at anytime this month: | 41 |
| 3. Number of students on rolls at end of month: | 36 |
| 4. Number of boys on rolls at end of month: | 34 |
| 5. Number of girls on rolls at end of month: | 2 |
| 6. List all students who entered the CBS program this month: | |

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
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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 Entered</u>
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Boy	Serena Elem. #2	1/15/2010
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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>
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Boy	Streator H.S. #40	1/15/2010
Boy	Earlville H.S. #9	1/5/2010
Boy	Serena H.S. #2	1/15/2010 Graduated
Girl	Earlville H.S. #9	1/15/2010 Graduated

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
142	-	14	=	128
			/	630
			=	20.32%

Circuit Breaker School			Absence Report				
		January	2010				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	9	1	0	0	1	11.11%
2	2	18	0	0	0	0	0.00%
3	2	9	1	0	0	1	11.11%
4	9	18	0	0	0	0	0.00%
5	9	2	0	1	0	1	50.00%
6	9	9	0	0	0	0	0.00%
7	40	18	1	1	0	2	11.11%
8	40	9	0	0	9	0	0.00%
9	40	18	2	3	0	5	27.78%
10	40	18	1	1	0	2	11.11%
11	40	18	1	1.5	0	2.5	13.89%
12	40	18	2	0	0	2	11.11%
13	44	18	2	0	0	2	11.11%
14	120	18	4	5	0	9	50.00%
15	120	18	2.5	1	0	3.5	19.44%
16	122	18	2	1	0	3	16.67%
17	122	18	1	0	0	1	5.56%
18	122	18	2	0	0	2	11.11%
19	122	18	3	2	0	5	27.78%
20	122	18	2	3	0	5	27.78%
21	125	18	3	0	0	3	16.67%
22	140	18	4	2	0	6	33.33%
23	140	18	3	1	0	4	22.22%
24	140	18	2	1	0	3	16.67%
25	140	18	4	0	0	4	22.22%
26	140	9	3	2	0	5	55.56%
27	141	18	1	0	0	1	5.56%
28	141	18	1	0	0	1	5.56%
29	141	18	0	9	0	9	50.00%
30	141	18	0	0	0	0	0.00%
31	150	18	0	11.5	0	11.5	63.89%
32	150	18	0	1	0	1	5.56%
33	150	18	3	0	0	3	16.67%
34	160	18	1	0	0	1	5.56%
35	160	18	0.5	1	0	1.5	8.33%
36	210	18	1	0	5	1	5.56%
37	280	9	1	2	0	3	33.33%
38	280	18	1	0	0	1	5.56%
39	280	18	1	11	0	12	66.67%
40	280	18	3	3	0	6	33.33%
41	535	18	1	1	0	2	11.11%
42	535	18	3	2	0	5	27.78%
	Totals	630	62	66	14	128	20.32%

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR JANUARY 2010

Physical Restraints	1
To the floor - 1	
Not to the floor -	
Time-Out Room	3
After PHR -	
Self Time-Out in the Area	0
Time-Out in the Classroom	0
Request to see Counselor	0
Injury/Medical	0
Damages	0
Left Building	0
Left Classroom	1
Learning	27
Other	21
<u>Total</u>	53

Explanation of Other:

1. Safe Area
2. Bad Smell - Fecal
3. Refused Direction/Disrespectful
4. Suicide Threat
5. Comment: Called a Staff Member a Pussy Bitch
6. Erratic Behavior
7. Hygiene/Safe Area
8. Very Strong Fecal Smell (X's 2)
9. Physical Aggression to Staff
10. Disturbing Conversation (X's 2)
11. Hygiene (2 Students)
12. Complaints about Strong Pungent Oder in Classroom
13. Threatening Other Students
14. AWOL
15. Disrespect
16. Strong Fecal Odor
17. Needed to Shower
18. Pushing Items of Table/Escort