

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

Date: January 3, 2012

Time: 9:45 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. Jeff Prusator

Roll call indicated

Members in attendance:

1. Ms. Carolyn Koos
2. Dr. Kevin Myers
3. Mr. Mike Pillion
4. Mr. Jeff Prusator

Members absent: Dr. Lane Abrell
Dr. Christina Leahy
Mr. Eric Misener

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 Session Minutes from the Board meeting held on December 6, 2011; November 2011 Bank Reconciliation; Bills, Statement of Position, Investment Report, C.B.S. Activity Fund Report and approve the destruction of the June 10, 2010 tape-recorded closed session minutes)

Summary of discussion: Several additional bill lists, the Investment Report and the Statement of Position were shared with the Committee.

Motion made by: Dr. Myers

Motion: To approve the open session minutes from the board meeting held on December 6, 2011, to approve the November 2011 bank reconciliation and to approve the bills, statement of position, investment report, C.B.S. activity fund report and the destruction of the June 10, 2010 tape-recorded closed session minutes.

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Myers, Pillion, Koos and Prusator

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve upon second reading needed changes in L.E.A.S.E. policy 1:14
Authorization for L.E.A.S.E. to Administer Centralized Programs; 2:250 Access to Alliance Public Records, 3:60 Administrative Responsibility of the Building Principal, 4:80 Accounts and Audits,

5:200 *Terms and Conditions of Employment and Dismissal* and 6:150 *Home and Hospital Instruction* upon first reading

Summary of discussion: Ms. Chapman reviewed the changes to these policies.

- a. 1:14 *Authorization for L.E.A.S.E. to Administer Centralized Programs*; this update is to reflect the additional tuition programs we have added including the Vision Itinerant and Keys programs.
- b. 2:250 *Access to Alliance Public Records*, This update is to reflect both minor references that were missed with the initial adoption and changes in state statute.
- c. 3:60 *Administrative Responsibility of the Building Principal*, Contains a minor language change as recommended by PRESS.
- d. 4:80 *Accounts and Audits*, Minor changes to account for the change in reference to the Requirements for Accounting, Budgeting, Financial Reporting and Auditing rather than the Illinois Program Accounting Manual along with other minor changes to more closely match PRESS recommended policy
- e. 5:200 *Terms and Conditions of Employment and Dismissal* Changes as recommended by PRESS in accordance with changes in state statute.
- f. 6:150 *Home and Hospital Instruction*, changes as recommended by PRESS due to changes in state statute.

Motion made by: Ms. Koos

Motion: To approve on second reading needed changes in L.E.A.S.E. policy 1:14 *Authorization for L.E.A.S.E. to Administer Centralized Programs*; 2:250 *Access to Alliance Public Records*, 3:60 *Administrative Responsibility of the Building Principal*, 4:80 *Accounts and Audits*, 5:200 *Terms and Conditions of Employment and Dismissal* and 6:150 *Home and Hospital Instruction* “Identity Protection”

Motion seconded by: Mr. Pillion

Voice vote: “Yeas” – all
“Nays” – none.

Action: Passed

Agenda item: Authorize the Director to prepare the 2012-2013 budget and make grant applications for the I.D.E.A. and Preschool grants for 2012-2013.

Summary of discussion: The resolution to authorize the budgeting and grant process for FY 2013 was previously shared with the Committee.

Motion made by: Dr. Myers

Motion: To adopt the following resolution:

WHEREAS it has been the past practice of the L.E.A.S.E. Executive Committee to approve the preparation of the L.E.A.S.E. budget and grants annually, and ...

WHEREAS it is necessary to begin the budgeting and grant process for the next school year, therefore be it...

RESOLVED to authorize the Director to prepare the L.E.A.S.E. budget and make the necessary grant applications for I.D.E.A., I.D.E.A. Preschool and other necessary programs.

Motion seconded by: Mr. Pillion

Voice Vote: "Yeas" – all
"Nays" – none.

Action: Passed

Agenda item: Approve the automatic renewal of our current vision insurance plan effective April 1, 2012.

Summary of discussion: Ms. Chapman indicated that we have received notification from VSP that our vision care plan will automatically renew effective April 1, 2012 unless we take further action to cancel the plan. If we choose to allow the policy to automatically renew, there is no change in the premium rates.

Motion made by: Ms. Koos

Motion: To approve the automatic renewal of the VSP vision care plan effective April 1, 2012 for LEASE employees.

Motion seconded by: Dr. Myers

Roll Call: "Yeas" – Koos, Myers, Pillion and Prusator
"Nays" – none.

Action: Passed

Agenda item: Review for possible approval membership in the Schools of Illinois Public Cooperative for purchasing custodial goods and services.

Summary of discussion: Ms. Chapman shared that she received information regarding both our building assessment and some preliminary pricing information from AmSan. She recommended that LEASE join the AmSan cooperative based on the potential savings on supplies along with the ability to take advantage of the many other services offered. We are able to withdraw from the cooperative at any time.

Motion made by: Mr. Pillion

Motion: to approve membership in the Schools of Illinois Public Cooperative

Motion seconded by: Dr. Myers

Roll Call: "Yeas" – Pillion, Myers, Koos and Prusator
"Nays" – none.

Action: Passed

Agenda item: Review Funding for Previously Identified Cooperative-wide Local District Needs.

Summary of discussion: Ms. Chapman reported that 20 incentive programs are eligible for continued incentive funding. The Streator Elementary 2-5 ED/BD program and the Putnam County ED program have not served out of district students for three consecutive years. Therefore, she recommended their funding be rescinded. Both programs were notified a year ago that funding would be removed if they had no out of district students by December 1 2011.

Motion made by: Ms. Koos

Motion: to approve continuing funding for the twenty-one (20) previously supported local district classroom programs and to approve discontinuing funding to 2 programs (Streator Elementary School 2-5 E.D./B.D. program and the Putnam County E.D. program) that haven't served out-of-district students for three consecutive years

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Koos, Pillion, Myers and Prusator

“Nays” – none.
Action: Passed

Agenda item: Review for possible approval any 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.

Summary of discussion: Ms. Chapman reported that she received a request from the Oglesby School District for new incentive funding for a school psychologist umbrella position. The current psychologist umbrella serves five districts and will now be split into two umbrellas. It is unclear if the new position will be full-time or part-time.

Motion made by: Dr. Myers

Motion: to approve the application received from Oglesby Public Schools for federal funding through L.E.A.S.E. to establish a new psychologist umbrella to serve Oglesby and Lostant.

Motion seconded by: Ms. Koos

Roll Call: “Yeas” – Myers, Koos, Pillion and Prusator

“Nays” – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: January 3, 2012

Time: 9:58 a.m.

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

A motion was made by Dr. Myers

And seconded by Mr. Pillion

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees and

The possible review of unreleased closed session minutes.

Closed Meeting Roll Call: “Yeas” – Myers, Pillion, Koos and Prusator

“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:01 a.m.

Motion to Return to Open Meeting

A motion was made by Dr. Myers

And seconded by Ms. Koos

To return to open meeting

Roll Call: “Yeas” – Myers, Koos, Pillion and Prusator

“Nays” – none.

Action: Passed

Agenda Item: Anticipated Action Items After Closed Session

Agenda item: Approve a resolution regarding a request for Family Medical Leave

Summary of discussion: As discussed in Closed Session

Motion made by: Dr. Myers

Motion: To adopt the following resolution:

WHEREAS Paula Ficek, Circuit Breaker School Teacher, has requested paid leave time and “Family Medical Leave Act” unpaid leave time for an anticipated absence associated with the birth of a child and . . .

WHEREAS L.E.A.S.E. policy and the “Family Medical Leave Act” allows for the use of both paid leave and unpaid leave for an absence associated with childbirth, therefore be it . . .

RESOLVED: to approve Paula Ficek’s request for the use of 30 days of paid leave time and for approximately 9 days of unpaid “Family Medical Leave Act” time associated with the anticipated birth of a child, with no change in daily work hours, to begin on or around March 21, 2012.

Motion seconded by: Ms. Koos

Voice vote: “Yeas” – all

“Nays” – none.

Action: Passed

Agenda item: Approve a resolution regarding written closed session minutes for public release.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Pillion

Motion: To adopt the following resolution:

WHEREAS: every six months the L.E.A.S.E. Executive Committee, as required by law, reviews all non-released, written closed session minutes for consideration of public release and . . .

WHEREAS: minutes of meetings closed to the public shall be made available to the public after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and . . .

WHEREAS: several written closed session minutes are deemed to be acceptable for public release, therefore be it formally . . .

RESOLVED: to release for public review the closed session minutes from June 12, 2008, September 11, 2008, April 14, 2011, June 6, 2011, September 6, 2011, October 4, 2011 and November 1, 2011, and not release the closed session minutes from, February 10, 2011, due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: Dr. Myers

Voice vote: “Yeas” – all

“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto shared that food baskets were provided for six CBS Families with donations from CBS staff and a generous donation from Lotz Trucking. A Teacher Institute Day was held on December 16. Dr. McGrath from Alexian Brothers Mental Health provided a very good training at no charge on School Avoidance and School Anxiety. In the afternoon Mrs. Carretto, Mr. Gassman and Mr. Hohmann shared information on Common Core Standards with the rest of the staff. All staff also met and discussed future plans regarding AIMs, etc. and getting information to parents.

Review of first semester inservice activities and the upcoming second semester inservice plan

Mrs. Carretto shared a report detailing the various L.E.A.S.E. sponsored professional development activities. The three-part Autism series had very good attendance and received very good evaluations. We are getting more interest in the PBIS series and attendees continue to like and benefit from this information. Cindy Hall and Susan Bruner are taking on more ownership of this topic. Spring trainings will include CPI, PBIS, Hearing Impaired Roundtable, Psychologist/Social Worker meetings, along with a joint venture with the R.O.E. with Anita Archer presenting. In addition to trainings on the list provided, L.E.A.S.E. will once again offer the summer autism training.

Health/Life Safety Compliance Visitation Report

Ms. Chapman reported that she received a copy of the Health/Life Safety report from the ROE, and was happy to report we had no areas of non-compliance!

L.E.A.S.E. Budget Updates

Ms. Chapman shared the following budget updates.

- a. Changes in incentive grant funding will be sent to districts this month requesting amendments to IDEA sub-grants. Incentive grants for some districts will be reduced depending on their Dec. 1st enrollment of out of district students. As a reminder, most programs are funded at \$20,000 with up to an additional \$5,000 (\$1,000 per out of district student served).
- b. As is typical, an amended budget will be shared with the Executive Committee in the spring to account for changes in IDEA funding. At this time it appears that we have an estimated \$385,000 in carryover money available for FY13. We began FY12 with \$915,000 in carryover funds after anticipating \$492,000 at this point of the year.
- c. Ms. Chapman has investigated the costs associated with installing a wheelchair lift in the CBS building. It appears that a lift would cost between \$40,000 and \$55,000. Currently, \$45,000 is budgeted for capital outlay and building maintenance for the CBS building. We also have about \$23,000 in reserve Medicaid funds that could go toward the installation of a lift. The Committee directed Ms. Chapman to add an action item to next month's agenda to have our architect start the bid process for installation of a wheelchair lift in the CBS building. The other major maintenance project we will need to keep an eye on in the future is a new roof for the CBS building. This could cost upwards of \$200,000. The building will be paid for in the fall of 2012.

Upcoming Insurance Renewal/Insurance Committee Updates

Ms. Chapman indicated that very preliminary verbal information from our insurance broker indicates that the trends for health insurance renewals are single digit increases. She is hopeful that will be the case for LEASE. She is meeting later this week with Horton representatives to review our wellness screening results to help identify educational activities for our wellness committee.

Report on the December 1, 2011 Child Count

Ms. Chapman shared a summary of the December 1st child count data submission. She noted that overall; the cooperative is serving 70 fewer students with disabilities as compared to last year at this time. The biggest changes were in the disability areas of SLD (-93), S/L (-28), OHI (-24) and DD (+61).

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

- a. 1/27/12 – PSAE Day 1 ACT-Approved accommodation requests must be received at ACT.
- b. 1/15/12 -- Medicaid Administrative Claim-Financial Information due to Fairbanks
- c. A Question & Answer document regarding **Home/Hospital Instruction and Reimbursement** is available on ISBE's Funding and Disbursements website. Ms. Chapman will share the link in the Regional Superintendent's meeting materials.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Pillion

Motion seconded by Ms. Koos

Action: Passed

Time of adjournment: 10:17a.m.

Post Meeting Action

Date minutes approved: February 7, 2012

Date minutes were available for public inspection: February 7, 2012

Date minutes were posted on Alliance website: February 7, 2012

LaSalle /Putnam County Educational Alliance for Special Education

Phillip F. Gassman, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

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

To: Mary Jane Chapman, Director

From: Phil Gassman, Principal

Re: End of Month Report

Date: December, 2011

We ended the month with 40 students. We had 0 students enter and 1 student drop this month. We had 1 student graduate and another student will graduate at the end of semester.

We continued the Fresh Fruit and Vegetable Program along with the monthly Nutrition Presentations to assist students with making healthy choices.

We had one Student Teacher and a Field Based Student complete their requirements this month.

Deb Anderson organized food baskets for 6 CBS families with donations from CBS staff and a generous donation from Lotz Trucking.

We had a Teacher Institute Day with Dr. McGrath from Alexian Brothers Mental Health provide a very good training on School Avoidance and School Anxiety. In the afternoon Pam Carretto and selected CBS Staff shared information on Common Core Standards to the rest of the staff

Thank you for your continued support.

CBS Monthly Statistic Report for December 2011

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:	40
3. Number of students on rolls at end of month:	38
4. Number of boys on rolls at end of month:	33
5. Number of girls on rolls at end of month:	5
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:		
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<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
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8. List students staffed to residential or other alternative placement this month:		
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<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:		
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<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	Streator H.S. #40	12-15-11
Boy	Serena H.S. #2	Graduated 12-14-11

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
101.5	-	45	= 56.4	/ 455 = 12.42%

Circuit Breaker School			Absence Report				
December			2011				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	10	0	0	0	0	0.00%
2	9	12	0.5	1	0	1.5	12.50%
3	40	12	0	0	12	0	0.00%
4	40	12	1	0	0	1	8.33%
5	40	12	2	0	0	2	16.67%
6	40	1	0	0	0	0	0.00%
7	40	11	5	1	0	6	54.55%
8	44	12	1	1	0	2	16.67%
9	44	12	0	0	12	0	0.00%
10	44	12	0	0	12	0	0.00%
11	120	11	0	0	0	0	0.00%
12	122	12	0	0	0	0	0.00%
13	122	12	0	0	0	0	0.00%
14	122	12	0	0	0	0	0.00%
15	124	12	1	0	0	1	8.33%
16	124	12	2	0	0	2	16.67%
17	124	12	0	0	0	0	0.00%
18	124	12	0	0	2	0	0.00%
19	124	12	0	0	2	0	0.00%
20	125	12	1	0.5	0	1.5	12.50%
21	140	12	2	3	0	5	41.67%
22	140	12	1	1	5	2	16.67%
23	140	12	2	0	0	2	16.67%
24	140	12	0	1	0	1	8.33%
25	140	12	1	0	0	1	8.33%
26	141	12	0	0	0	0	0.00%
27	141	12	1	0	0	1	8.33%
28	141	12	2	0	0	2	16.67%
29	141	12	2	0	0	2	16.67%
30	141	12	0	1	0	1	8.33%
31	160	12	0	0.5	0	0.5	4.17%
32	280	12	1	0	0	1	8.33%
33	280	12	12	1	0	13	108.33%
34	280	12	1.5	0	0	1.5	12.50%
35	280	12	1	0	0	1	8.33%
36	289	12	0	0	0	0	0.00%
37	289	12	0	1	0	1	8.33%
38	535	12	2	0	0	2	16.67%
39	535	12	1	1	0	2	16.67%
40	535	12	1	0	0	1	8.33%
41	535	12	1	0	0	1	8.33%
	Totals	455	44.5	12	45	56.5	12.42%

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR DECEMBER 2011

Physical Restraints	5
To the floor -	1
Not to the floor	4
Time-Out Room	12
Self Time-Out in the Area	0
Time-Out in the Classroom	0
Request to see Counselor	0
Injury/Medical	1
Damages	1
Left Building	1
Left Classroom	3
Learning	40
Other	5
Total	73

Explanation of Other: 1. AWOL (x 2) 2. Left Learning w/out permission
3. Urinating in T/O Room 4. Refused to Work