

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

Date: October 4, 2011

Time: 9:00 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: Mary Jane Chapman, Chairperson pro-tem

Roll call indicated:

Members in attendance:

1. Ms. Carolyn Koos (arrived during Closed Session)
2. Dr. Christina Leahy
3. Mr. Eric Misener
4. Dr. Kevin Myers
5. Mr. Michael Pillion
6. Mr. Jeff Prusator

Members absent

1. Dr. Lane Abrell

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director

Reception of Guests & Visitors & Opportunity for Public Comment There were none

Approve the selection of the Chairman and Vice-Chairman of the L.E.A.S.E. Executive Committee for the upcoming Board term

Motion made by: Mr. Pillion

Motion: that the L.E.A.S.E. Executive Committee close all nominations and cast a unanimous vote to appoint Mr. Prusator as L.E.A.S.E. Executive Committee Chairman for a one-year term.

Motion seconded by: Mr. Misener

Voice vote : "Yeas" – All
"Nays" – none.

Action: Passed

Motion made by: Mr. Misener

Motion: that the L.E.A.S.E. Executive Committee close all nominations and cast a unanimous vote to appoint Dr. Abrell as L.E.A.S.E. Executive Committee Vice-Chairperson for a one-year term.

Motion seconded by: Mr. Pillion

Voice vote : "Yeas" – All
"Nays" – none.

Action: Passed

At this point Ms. Chapman turned the meeting over to newly elected Chairman Prusator.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on: September 6, 2011, August 2011 Bank Reconciliation, Bills, Statement of Position, Investment Report, C.B.S. Activity Fund Report and destruction of the March 11, 2010 tape-recorded closed session minutes)

Summary of discussion: An additional bill list was shared along with the Statement of Position and Investment Report. Ms. Chapman asked that the approval of the closed session minutes from the Board meeting held on September 6, 2011 be added as part of the consent agenda. She also noted the bill list included the refund to districts of the 30% shortfall in personnel reimbursement from the previous year.

Motion made by: Dr. Myers

Motion: To approve the consent agenda

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Myers, Pillion, Leahy, Misener and Prusator

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2010-2011 audit for required distribution.

Summary of discussion: Ms. Chapman shared a letter to the Board from our auditors. We have received a positive audit report. There were no significant findings as a result of our annual audit. A G.A.S.B. 34 statement regarding the audit was shared.

Motion made by: Mr. Pillion

Motion: to approve the L.E.A.S.E. 2010-2011 audit.

Motion seconded by: Dr. Myers

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve the recommended audit proposal from the accounting firm of Roenfeldt and Lockas for FY 2012, FY 2013 and FY14 audit.

Summary of discussion: Ms. Chapman shared that our current contract for auditing services has expired. We have received a proposal from Roenfeldt and Lockas to complete our audit for the next three years at a cost of \$4,650/year. She recommended that we accept the terms of the proposal as indicated.

Motion made by: Dr. Leahy

Motion: to approve the audit proposal from Roenfeldt and Lockas for FY 12, FY 13 and FY 14.

Motion seconded by: Mr. Misener

Roll Call: "Yeas" – Leahy, Misener, Myers, Pillion and Prusator

"Nays" – none.

Action: Passed

Agenda item: Approve the employment of LEASE staff

Summary of discussion: Ms. Chapman indicated that she was able to find a qualified part-time custodian to fill the part-time vacancy at Circuit Breaker School. Deborah Treadway has extensive experience with custodial duties and currently works part-time for other area organizations. As a part-time employee, Deborah does not qualify for any benefits with the exception of participation in IMRF.

Motion made by: Dr. Myers

Motion: to adopt the following resolution:

WHEREAS the resignation submitted by part-time custodian Kevin Seghi was accepted by the Executive Committee and . . .

WHEREAS a qualified applicant has now been found to fill this vacancy, therefore be it . . .

RESOLVED to employ Deborah Treadway as a part-time Custodian for the Circuit Breaker Building, at a salary of \$11.00/hour for 20 hours each week.

Motion seconded by: Mr. Pillion

Roll call : “Yeas” – Myers, Pillion, Leahy, Misener and Prusator

“Nays” – none.

Action: Passed

Agenda item: Approve revisions to L.E.A.S.E. Policy 6:120 *Education of Children with Disabilities* and 7:230 *Behavior Intervention and Discipline* upon second reading

Summary of discussion: Ms. Chapman indicated that there were no changes from the documents presented last month. The policies were updated to reflect changes in the Part 226 rules in the Administrative Code and ISBE’s Special Education Rules.

Motion made by: Mr. Misener

Motion: to approve revisions to L.E.A.S.E. Policy 6:120 *Education of Children with Disabilities* and 7:230 *Behavior Intervention and Discipline* upon second reading

Motion seconded by: Dr. Leahy

Voice vote : “Yeas” – All

“Nays” – none.

Action: Passed

Agenda item: Select and approve appointments to the L.E.A.S.E. Ethics Commission, and appoint the L.E.A.S.E. Ethics Officer as recommended by our L.E.A.S.E. legal counsel and the Illinois Attorney General (The Illinois “State Officials and Employee Ethics Act”)

Summary of discussion: Ms. Chapman reported that in order to be in compliance with the “State Officials and Employee Ethics Act” we need to appoint the necessary three members of the L.E.A.S.E. Ethics Commission. One of those members is the Executive Committee Chairperson, the second member must be a member of the Executive Committee. She recommended that the third member, who is to be a community member, be Assistant Regional Superintendent Chris Dvorak,

who has already agreed to this nomination. If that is agreeable, we need to nominate one more Executive Committee member along with Mr. Dvorak.

Motion made by: Mr. Prusator

Motion: to appoint Mr. Pillion as the second Executive Committee member of the L.E.A.S.E. Ethics Commission and to appoint Mr. Chris Dvorak as the community member of the L.E.A.S.E. Ethics Commission.

Motion seconded by: Dr. Leahy

Voice vote : "Yeas" – All
"Nays" – none.

Action: Passed

Ms. Chapman further reported that, in the past, the Executive Committee has approved the Law Office of Walter J. Zukowski and Associates as the L.E.A.S.E. "Ethics Officer". Mr. Zukowski's annual fee for serving as our "Ethics Officer" is currently \$50.00 plus \$5.00 for each economic interest statement filed by L.E.A.S.E. staff. Any work requested beyond what is covered by these annual fees would be billed at the firm's normal hourly rate.

Motion made by: Mr. Pillion

Motion: To adopt the following resolution:

WHEREAS the Attorney General's guidance for implementing the Illinois "State Officials and Employee Ethics Act" requires the appointment of an Ethics Officer and . . .

WHEREAS Attorney Walt Zukowski has agreed to serve in this capacity for an annual fee of \$50.00 plus \$5.00 for each economic interest statement filed by L.E.A.S.E., therefore be it formally . . .

RESOLVED that the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) hereby appoints the Law Office of Walter J. Zukowski & Associates as the Cooperative's Ethics Officer in accordance with the Illinois Attorney General's official guidance on the Illinois "State Officials and Employee Ethics Act" beginning October 4, 2011 and continuing until subsequent appointments have been formally approved at the October 2012 Executive Committee meeting.

Motion seconded by: Dr. Myers

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

Action: Passed

Agenda item: Authorize the Director to initiate our annual L.E.A.S.E. Needs Assessment with all local districts to determine the need for new programs and services for possible priority funding for the 2012-2013 school year

Summary of discussion: Ms. Chapman noted that in order to be in compliance with State Board Policy regarding "Free Appropriate Public Education and Comprehensive Programs" and Illinois Administrative Code Section 226.700, we need to have in place a "systematic procedure for identifying and evaluating the need for special education and related services". The annual

L.E.A.S.E. Needs Assessment fulfills this requirement. She proposed the Executive Committee adopt the following resolution.

Motion made by Dr. Leahy

Motion: To adopt the following resolution:

WHEREAS the required State Board Policy, “Free Appropriate Public Education and Comprehensive Programs” and the Illinois Administrative Code Section 226.700 require all special education entities to have in place “systematic procedures for identifying and evaluating the need for special education and related services” and . . .

WHEREAS the needs identified by these “systematic procedures” could result in recommended incentive federal I.D.E.A. Part B Flow-Through funding from L.E.A.S.E. for local districts, therefore be it . . .

RESOLVED to authorize the Director to implement a systematic procedure to assess the need for special education and/or related services for students with disabilities from L.E.A.S.E. local districts in order to meet State requirements and to determine the priority service needs of students within the L.E.A.S.E. Cooperative for possible future program development and/or funding allocation.

Motion seconded by Mr. Misener

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: October 4, 2011

Time: 9:15 a.m.

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

A motion was made by Mr. Pillion

And seconded by Dr. Myers

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.

Closed Meeting Roll Call: “Yeas” Pillion, Myers, Leahy, Misener and Prusator
“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:35 a.m.

Motion to Return to Open Meeting

A motion was made by Dr. Myers

And seconded by Mr. Pillion

To return to open meeting

Roll Call: “Yeas – Myers, Pillion, Koos, Leahy, Misener and Prusator
“Nays” – none.

Action: Passed

Anticipated Action after Closed Session

Accept a letter of intent to retire

Summary of discussion: As discussed in closed session.

Motion made by: Dr. Myers

Motion: to adopt the following resolution

WHEREAS Mr. Phil Gassman has officially indicated his intent to retire at the end of his 2013 contract, therefore be it formally...

RESOLVED to accept with regret Mr. Gassman's formal notification of his pending retirement as a formal letter of resignation effective at the conclusion of his contractual duties with L.E.A.S.E. on or before June 30, 2013.

Motion seconded by: Dr. Leahy

Voice vote : "Yeas" – All

"Nays" – none.

Action: Passed

Approve a resolution regarding the I.M.R.F. Early Retirement Incentive Program

Summary of discussion: As discussed in closed session.

Motion made by: Ms. Koos

Motion: to adopt the I.M.R.F. Early Retirement Incentive program with an effective date of December 31, 2012.

Motion seconded by: Dr. Myers

Roll call: "Yeas" – Koos, Myers, Leahy, Misener, Pillion and Prusator

"Nays" – none.

Action: Passed

Information Items

C.B.S. Monthly Report

Mrs. Carretto reported that job shadowing is continuing and there is now a 3rd student teacher at CBS this quarter. We benchmarked students in AIMS Reading, Math, and writing this month. We are training staff in how to progress monitor and enter data into the AIMS web system. We will be comparing our students to national norms instead of our own building this year. Our plan is to start the AIMS behavior program soon to assist in collecting data and providing staff with positive interventions to improve student's behavior.

Pre-Primary Keys Program update

Mrs. Carretto reported that the program is serving students aged 3-6 years in the Cooperative and they do have openings. They have initiated the use of IPADs in the classroom. They are starting to use the STAR curriculum to collect data.

Review the previously approved Executive Committee calendar for the 2011-2012 school year

Ms. Chapman shared that the calendar was in the agenda packet. Most meetings are scheduled for the first Tuesday of the month. The meetings begin at 9:00 a.m. at the L.E.A.S.E. Office with the exception of the annual meeting at Circuit Breaker School in Peru which is planned for Tuesday, November 1. Discussion indicated there may be a few potential conflicts with the proposed schedule; however the Committee felt that only the April 3 date would need to be changed to April 10.

Breakdown of L.E.A.S.E. charges versus L.E.A.S.E. monetary distributions to member districts

Ms. Chapman shared a spreadsheet which showed the amounts that L.E.A.S.E. billed each of the local districts for its operations for 2010-2011 versus the amount of federal dollars that L.E.A.S.E. has made available for distribution to each L.E.A.S.E. member district for 2010-2011. With the exception of three districts, LEASE is able to distribute more money back to districts than it charges through the levy. These statistics indicate that the benefits of L.E.A.S.E. services to local districts are being provided at no cost or often with very significant financial benefits, to most of our 27 member districts. This list does not include charges for tuition specific program.

Review the September 26 L.E.A.S.E. Alliance Council meeting

The September 26th Alliance Council Dinner was held at Pitsticks. Twenty districts were represented. Besides the election of our new Executive Committee members, Dave Mathis was elected as Alliance Council Chairman, and Michael Pillion was elected Alliance Council Secretary. After the elections, there was a presentation on the Pre-Primary Keys Program. Ms. Chapman again thanked Kelly Schaefer, Speech/Language Pathologist, Paje Wright, Coordinator and Stacy O'Sadnick, Teacher for their hard work in preparation of the presentation. It was a great opportunity to share their success and give the Alliance Council a glimpse at the program.

Report on the Executive Director's goals and recommended L.E.A.S.E. initiatives for 2011-2012

Ms. Chapman reported that three years ago, she presented the Executive Committee with a three-year action-plan for her goals rather than a list of annual goals as was typical. She is now in the third year of the action plan and is happy to report that she is on target for meeting all of the goals indicated in the plan. She shared a formal plan for improvement based on data collected over the past two years.

L.E.A.S.E./Federal/State/Local/Legal/V.O.I.C.E./Legislative/Medicaid initiatives

ISBE Report at IAASE Board Meeting

- ✓ 30 districts were selected for Focus Monitoring in Illinois on Indicator 5A (LRE > gen.ed. 80% or more). Illinois average has improved.
- ✓ Indicator 13 (Secondary Transition) - doing a data verification desk audit of 15 selected districts. Final data overall on Indicator 13 shows 86% compliance which is up from last year.
- ✓ Speech Paraprofessionals may still be used this school year. Next fiscal year, the para approval will be valid for up to two years but **all approvals will end on June 30, 2014.**
- ✓ PA 97-123 > makes some changes to Home Hospital Service. Now says school must provide service within 5 school days. Look for a fact sheet from ISBE to be coming soon.
- ✓ The disability category "Mental Retardation" is now "Intellectual Disability"

- ✓ ISBE is looking to streamline the certification of educational interpreters. Currently certified at Initial/Standard/Master. They would like to just have one category and to expand testing opportunities to hopefully increase the number of certified educational sign language interpreters.
- ✓ RtI and ELL students - just released guidance to reflect revisions in this area. No change in RtI eligibility just the addition of information regarding ELL students.
- ✓ ISD & ISVI - two state schools that cost the state between 26 & 28 million per year. Financed by ISBE but governed by Dept. of Human Services. Currently looking at other state models. Discussions over what is true LRE for these populations. Looking at funding stream with some suggestion that districts should fund their students attending these schools. Complicated by the fact that no less than 15 different unions are involved with the two schools.

PERSONNEL REIMBURSEMENT CHANGES

- ✓ Effective with the 2011-12 Personnel Reimbursement Claim, personnel that do not provide direct services to students will no longer be allowed to be claimed for reimbursement. This includes secretaries, and maintenance staff. This will have a significant financial impact on L.E.A.S.E. I expect that we will receive about \$45,000 less in reimbursement after this year.

ISBE AUDIT of FEDERAL PROGRAMS

- ✓ We received notification last week that we are being audited for 2010-11 Federal Grant Programs. The auditor will begin Thursday and expects to be here about 6 days. We have been scrambling to compile all of the requested documents within the time limit presented. Ms. Chapman will report back the result of the audit when it becomes available.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Pillion

Motion seconded by Ms. Koos

Action: Passed

Voice vote : “Yeas” – all

“Nays” – none.

Time of adjournment: 10:00 a.m.

Post Meeting Action

Date minutes approved: November 1, 2011

Date minutes were available for public inspection: November 1, 2011

Date minutes were posted on Alliance website: November 3, 2011

VI. 1

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: September 22, 2011

We ended the month with 40 students. We had 2 students enter and 1 students drop this month.

We benchmarked students in AIMS Reading, Math, and writing this month. We are training staff in how to progress monitor and enter data into the AIMS web system. We will be comparing our students to national norms instead of our own building this year. Our plan is to start the AIMS behavior program soon to assist in collecting data and providing staff with positive interventions to improve student's behavior.

We continue to take advantage of our community resources like North Central's weekly Drug & Alcohol presentations through a grant from State's Attorney Brian Towne's Office, The Daily Times and the News Tribune NIE program, the Peru Public Library allowing our students to use their facility, and the IL Ext. Office monthly Nutrition Presentations.

We are enjoying two student teachers this quarter from Illinois State University in Mrs. Thorson's Jr. High classroom and Mr. Hohmann's High School classroom.

Thank you for your continued support.

CBS Monthly Statistic Report for September 2011

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:	41
3. Number of students on rolls at end of month:	40
4. Number of boys on rolls at end of month:	36
5. Number of girls on rolls at end of month:	4
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	Mendota HS #280	9-8-11
Boy	Earlville #9	9-22-11

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 Dropped</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	Ottawa HS	9-2-11

Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
83.5	-	28	= 55.5	/ 590 = 9.41%

Circuit Breaker School			Absence Report				
September			2011				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	16	9	0	0	9	56.25%
2	9	16	0	0	0	0	0.00%
3	9	2	0	0	0	0	0.00%
4	40	16	1	1	0	2	12.50%
5	40	16	1	0	0	1	6.25%
6	40	16	1	0	0	1	6.25%
7	40	16	3	0	0	3	18.75%
8	44	16	1	1	0	2	12.50%
9	44	16	0.5	1	0	1.5	9.38%
10	44	16	1	2	0	3	18.75%
11	122	16	0	0	0	0	0.00%
12	122	16	1	0	6	1	6.25%
13	122	16	0	0	0	0	0.00%
14	124	16	1	0	0	1	6.25%
15	124	16	0	0	0	0	0.00%
16	124	16	0	0	0	0	0.00%
17	124	16	1	0	0	1	6.25%
18	124	16	0	0	10	0	0.00%
19	140	2	0	0	0	0	0.00%
20	140	16	3	0	0	3	18.75%
21	140	16	1	0	0	1	6.25%
22	140	16	0.5	3	0	3.5	21.88%
23	140	16	3	0	0	3	18.75%
24	140	2	0	2	0	2	100.00%
25	140	16	1	1	0	2	12.50%
26	141	16	2	0	0	2	12.50%
27	141	16	3	1	6	4	25.00%
28	141	16	2	2	0	4	25.00%
29	141	16	1	0	0	1	6.25%
30	141	16	0	0	0	0	0.00%
31	160	14	1	0	0	1	7.14%
32	160	16	1	0	0	1	6.25%
33	280	16	1	2	0	3	18.75%
34	280	12	1	0	0	1	8.33%
35	280	16	0	0	0	0	0.00%
36	280	16	1	0	0	1	6.25%
37	289	16	1	0	0	1	6.25%
38	289	16	3	0	0	3	18.75%
39	535	16	1.5	0	6	1.5	9.38%
40	535	16	0	0	0	0	0.00%
41	535	16	0	0	0	0	0.00%
42	535	16	0	1	0	1	6.25%
	Totals	590	38.5	17	28	55.5	9.41%

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR SEPTEMBER 2011

Physical Restraints	0
To the floor -	
Not to the floor	
Time-Out Room	6
Self Time-Out in the Area	0
Time-Out in the Classroom	0
Request to see Counselor	0
Injury/Medical	1
Damages	0
Left Building	0
Left Classroom	0
Learning	32
Other	16
<u>Total</u>	55

Explanation of Other: 1. Refuse to Work - 5x 2. Attempted AWOL 3. Bizarre Behaviors
4. Inappropriate Touching of Staff...Flipping Off Staff 5. Rude Comment to Peer at Dismissal - 2x
6. Admitted Drug Use - 2x 7. Foul Smell - Soiled Clothing - 3x 8. Threats to Staff