

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

Date: May 12, 2011

Time: 9:00 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2010-2011 Amended Budget

Motion made by: Ms. Koos

Motion: To call the public hearing to order

Motion seconded by: Mrs. Fuller

Roll Call: "Yeas" – Koos, Fuller, Matteson, Pillion and Prusator

"Nays" – none.

Action: Passed

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Mike Matteson

Members in attendance:

1. Mrs. JoEllen Fuller
2. Ms. Carolyn Koos
3. Mr. Mike Matteson
4. Mr. Mike Pillion
5. Mr. Jeff Prusator

Members absent

1. Dr. Lane Abrell
2. Mr. Mark Thurwanger

Also present

1. Mrs. Pam Carretto, Assistant Director

Summary of discussion: Mrs. Carretto reported that the proposed FY11 amended budget is \$44,941 less than the current FY11 approved budget. The only changes from the draft amendment provided last month and this month are related to adjustments between reimbursed lines and IDEA grant lines.

Motion made by: Mr. Prusator

Motion: To close the public hearing

Motion seconded by: Mr. Pillion

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Open Meeting Minutes

Date: May 12, 2011

Time: 9:04 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. Mike Matteson

Members in attendance:

1. Mrs. JoEllen Fuller
2. Ms. Carolyn Koos
3. Mr. Mike Matteson
4. Mr. Mike Pillion
5. Mr. Jeff Prusator
6. Mr. Mark Thurwanger (arrived shortly after the meeting began)

Members absent

1. Dr. Lane Abrell

Also present

1. 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 meeting held on April 14, 2011; destruction of the November 12, 2009 tape-recorded closed session minutes, March 2011 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: Mrs. Carretto shared an additional bill list handout.

Motion made by: Mr. Prusator

Motion: To approve the open and closed session minutes from the board meeting held on April 14, 2011 to approve the destruction of the November 12, 2009 tape-recorded closed session minutes, to approve the March, 2011 bank reconciliation and to approve the bills, statement of position, investment report and C.B.S. activity fund report

Motion seconded by: Ms. Koos

Roll Call: "Yeas" – Prusator, Koos, Fuller, Matteson and Pillion

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2010-2011 budget amendment.

Summary of discussion: Mrs. Carretto presented a written summary report of the total revenues and total expenditures. The amended budget is balanced and has been on public display since April 12, 2011. She explained that this amendment is submitted to the L.E.A.S.E. Executive Committee annually for approval and signature in conjunction with Illinois School Code requirements. The public hearing was held earlier.

Motion made by: Mrs. Fuller

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

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Fuller, Pillion, Koos, Matteson and Prusator

"Nays" – none.

Action: Passed

Agenda item: Approve contract for classroom rental from Peru District 124 for 2011-2012 school year;

Summary of discussion: Mrs. Carretto indicated that there is no change in the cost for next year, but because of the need for summer programming, it was necessary to extend the lease through the summer.

Motion made by: Mr. Pillion

Motion: to enter into a one year rental agreement for \$10,500 for use of classroom space in Peru Public Schools.

Motion seconded by: Mrs. Fuller

Roll Call: "Yeas" – Pillion, Fuller, Koos, Matteson, Prusator and Thurwanger

"Nays" – none.

Action: Passed

Agenda item: Approve request from ADV & SAS to terminate lease agreement

Summary of discussion: Mrs. Carretto indicated that although the lease agreement states that ADV & SAS needs to give 6 months notice to terminate the agreement, Ms. Chapman recommends that the Executive Committee accept the terms of their letter. They currently pay \$5974/year for three offices which we apply toward utilities.

Motion made by: Ms. Koos

Motion: to approve the request from ADV & SAS to terminate their lease agreement.

Motion seconded by: Mr. Prusator

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve a two year agreement for Medicaid Fee for Service claiming on behalf of all member districts.

Summary of discussion: Mrs. Carretto indicated that comparison information was included in the Executive Committee Packet. Ms. Chapman's recommendation is to make the change to Hawthorne Associates LLC as they will file Fee for Service claims on behalf of LEASE and member districts for no fee the first year (a 7% savings), and they will continue to provide REV lookup data annually for Administrative Outreach claim purposes at no charge.

Motion made by: Mr. Pillion

Motion: to approve a two year agreement with Hawthorne Associates LLC for Medicaid Fee for service claiming on behalf of all member districts.

Motion seconded by: Mr. Thurwanger

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Accept the resignation of LEASE staff

Summary of discussion: Mrs. Carretto shared that L.E.A.S.E. Coordinator, Kristen Smith has accepted a position as an assistant principal for DeKalb School District. In anticipation of Executive Committee approval we have begun advertising for a coordinator to fill Kristen's current position.

Motion made by: Mr. Prusator

Motion: to accept the resignation of Kristen Smith

Motion seconded by: Mr. Thurwanger

Voice Vote: "Yeas" – all
"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: Mrs. Carretto reported that no new applications have been received during the past month from districts.

Agenda item: Determine the need for regularly scheduled L.E.A.S.E. Executive Committee summer meetings and, as necessary, authorize the payment of summer bills.

Summary of discussion: Mrs. Carretto explained that we have generally not held regularly scheduled Executive Committee meetings in July and August. If the Committee agrees that no regularly scheduled summer meetings are needed in July or August, the Committee would need to approve the payment of bills for the months of June and July. Again, this year the Committee did not feel it would be necessary to meet during July or August.

Motion made by: Mr. Prusator

Motion: to forego any July and August Executive Committee meetings unless a special need should arise and to authorize the Executive Director to pay all routine bills during the summer months of June and July as needed.

Motion seconded by: Ms. Koos

Roll Call: "Yeas" – Prusator, Koos, Fuller, Matteson, Pillion and Thurwanger.
"Nays" – none

Action: Passed

Agenda item: Set alternate dates for the Fall L.E.A.S.E. Alliance Council Meeting and suggest possible topics/speakers.

Summary of discussion: Mrs. Carretto asked for input as to which dates in September would be most favorable to superintendents and school board members for holding the annual L.E.A.S.E. Alliance Council meeting. It was suggested that the meeting be held at Celebrations on September 26.

Motion made by: Mr. Pillion

Motion: to set September 26, 2011 at 6:00 p.m. for the Annual Fall L.E.A.S.E. Alliance Council meeting.

Motion seconded by: Mr. Thurwanger

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

Action: Passed

Agenda item: Approve the issuance of a second Centru Bank Visa Credit card in the name of the Assistant Director

Summary of discussion: Mrs. Carretto shared that currently Ms. Chapman is the only person authorized and in possession of a LEASE credit card. Ms. Chapman is recommending that the Executive Committee authorize the issuance of another credit card in Pam Carretto's name.

Motion made by: Mrs. Fuller

Motion: to approve the issuance of a second Centru Bank Visa Credit card in the name of the Assistant Director.

Motion seconded by: Mr. Prusator

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

Action: Passed

Agenda item: Approve formal resolutions to recognize retiring L.E.A.S.E. and local district staff.

Summary of discussion: Mrs. Carretto reported that Linda Bookout, Streator Elementary Teacher, Linda Papenburg, Grand Ridge Elementary Teacher, Rich Sudaj, LaSalle Elementary Teacher, Ken Funfsinn, Mendota High School Teacher and Dr. Craig Carter, LP Superintendent have decided to retire. All have been long-time, successful employees of their respective school districts within our Cooperative.

Motion made by: Ms. Koos

Motion: to formally approve the following resolution individually specific to

WHEREAS: _____ has provided excellent and exemplary service to the L.E.A.S.E. Special Education Cooperative and specifically to the _____ School District, the L.E.A.S.E. Executive Committee hereby recognizes and officially adopts the following resolution in honor of _____ and the services that this dedicated local district employee has provided to students with disabilities within the L.E.A.S.E. Cooperative.

WHEREAS: _____ has dedicated her career to quality services to students with disabilities within the L.E.A.S.E. Cooperative and . . .

WHEREAS: _____ has decided to retire from her local school district be it therefore formally . . .

RESOLVED: that the L.E.A.S.E. Executive Committee on May 12, 2011 unanimously recognizes the outstanding accomplishments of _____ with high honors for excellent years of services to students, to the _____ School District and to the entire LaSalle/Putnam County Educational Alliance for Special Education.

Affirmed with great appreciation on this 12th day of May, 2011.

Motion seconded by: Mr. Thurwanger

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: May 12, 2011

Time: 9:21 a.m.

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

A motion was made by Ms. Koos

And seconded by Mr. Pillion

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.

Collective negotiating matters between the Alliance and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Closed Meeting Roll Call: “Yeas” – Koos, Pillion, Fuller, Matteson, Prusator and Thurwanger
“Nays” – none.

Action: Passed

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

Motion to Return to Open Meeting

A motion was made by Mr. Thurwanger

And seconded by Ms. Koos

To return to open meeting

Roll Call: “Yeas” – Thurwanger, Koos, Fuller, Matteson, Pillion and Prusator

“Nays” – none.

Action: Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Approve a resolution to modify a contract for LEASE staff.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Thurwanger

Motion: to adopt the following resolution

WHEREAS a vacancy exists for a L.E.A.S.E. Speech Language Coordinator for the 2011-2012 school year and . . .

WHEREAS a suitable and fully qualified current employee has now been found for this position, therefore be it . .

RESOLVED to employ Julie O’Brien-Smith for the 2011-2012 school year as a full time employee at a rate to include 1% above the Executive Committee approved salary adjustment for coordinators for the 2011-2012 school year.

Motion seconded by: Mrs. Fuller

Voice Vote: “Yeas” – all
“Nays” – none

Action: Passed

Agenda item: Approve employee salaries for the upcoming year.

Summary of discussion: As discussed in closed session.

Motion made by: Mr. Prusator

Motion: to approve the Substitute Classroom Teacher and Substitute Classroom/Individual Aide/Secretary salary increases for FY12, FY13 and FY14 as presented.

Motion seconded by: Ms. Koos

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

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto shared Mr. Gassman's report. In addition she reported that we were recently notified that CBS would again be receiving the fresh fruit and vegetable grant next school year. Attorney Gary Peterlin presented at C.B.S. on May 5 for law day to 8th grade and high school students.

Pre-Primary Keys monthly report

Mrs. Carretto shared the three focuses of the Autism program as a result of the program evaluation.

Informational memo from IMRF

Mrs. Carretto shared a "Preliminary Notice of IMRF Contribution Rate for Calendar Year 2012" for the Committee's review and information.

Update on FOIA and OMA required annual training

Mrs. Carretto indicated that both she and Ms. Chapman have successfully completed the annually required on-line FOIA training. In addition, Ms. Chapman has completed the required on-line OMA training.

PSIC Liability and property Insurance Renewal Rates for 2011-12

Mrs. Carretto shared our renewal rates for workman's comp, liability and property insurance. In reviewing prior history, the combined cost is still less than our previous provider in 2009. She further reported that this is the third year of our three year contract with PSIC. Next year the approval of the renewal will require Executive Committee action.

Preliminary look at the 2011-2012 L.E.A.S.E. budget currently on public display to be acted upon after our June 10 formal budget hearing.

Mrs. Carretto shared a one-page summary sheet showing a preliminary look at the projected revenues, expenditures and fund balance. She indicated that as of today, we have still not received our proposed IDEA allocations for FY12. This budget also currently contains 3% salary increases for all employees and will be adjusted based on Executive Committee action. Mrs. Chapman has contacted our grant coordinator from ISBE to see if she can pay for some additional items from grant funds rather than local funds to try to reduce the levy. The increase is due to the purchase of vehicles, which wasn't necessary last year. The required budget hearing is scheduled to take place prior to the June 6 L.E.A.S.E. Executive Committee meeting.

Upcoming staff recognition activity

Mrs. Carretto reported that a breakfast will be provided, and several awards will be presented to recognize selected staff for their length of service to the organization. Two special awards will also be given to two staff members who have made exemplary contributions to the organization during the current school year as recognized by their peers. Mrs. Carretto invited all Committee members to join her in recognizing these select staff at this breakfast event.

Update on recent L.E.A.S.E. / Legislative / Medicaid and I.S.B.E. initiatives

Mrs. Carretto reported that because of changes to the federal reimbursement process, it looks as if we will need to adjust our Executive Committee Meeting schedule for next year to hold meetings on the first Tuesday of the month. It may also be necessary, with Board permission, to pass a resolution to

allow the payment of utility bills as they are received. These changes may be necessary to avoid late charges on bills. More information will be provided at the June Executive Committee meeting.

Reimbursement training has been scheduled for all district personnel responsible for completing this important documentation. The training is scheduled for June 8th from 9:00to 11:00am. Although there have been no major changes announced from ISBE at this point, there are several new employees both within L.E.A.S.E. and districts that will require training. This will also be a good opportunity for review of the process for anyone who is interested.

Mrs. Carretto shared a reminder that all grant expenditure reports are due to L.E.A.S.E. by 4:00 tomorrow, May 13.

LEASE Office summer hours

Mrs. Carretto shared that the L.E.A.S.E. Office will begin its usual summer office hours on Monday, June 13. The office will be open Monday through Thursday from 8:00 a.m. until 3:30 p.m. and on Fridays from 8:00 a.m. until 12:30 p.m. through August 9. All district superintendents will be informed of this summer work schedule.

L.E.A.S.E. assistance available for special education pupil reimbursement claims and billings

L.E.A.S.E. will offer a general training on June 8 on the reimbursement claiming process for district staff this year. Again this summer, L.E.A.S.E. Coordinators will be available to visit districts and assist those district staff members who have requested help completing pupil reimbursement / billing paperwork.

Non-Agenda Items from the Executive Committee/Director

Mrs. Carretto shared that the L.E.A.S.E. Summer Autism training will be held this year.

Mrs. Carretto shared that the Director's Conference will be held in Peoria on July 20-22. She noted that this is a good conference if any administrative staff may be interested in attending.

Approval of Motion to Adjourn

Motion to adjourn made by Ms. Koos

Motion seconded by Mrs. Fuller

Action: Passed

Time of adjournment: 10:30 a.m.

Post Meeting Action

Date minutes approved: June 6, 2011

Date minutes were available for public inspection: June 6, 2011

Date minutes were posted on Alliance website: June 6, 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: April 29, 2011

We ended the month with 35 students. We had 1 student enter and no students drop this month.

We started Annual Reviews this month with the projection of three students returning to their home districts.

This month we added a once a week hands on nutrition presentation and a biweekly cooking class by the University of Illinois Extension Office for our students. The students enjoy the presentations and being able to sample the food after it is made.

We obtained an AED Machine and it has been mounted in the gym. We had 5 CBS staff trained in how to use the AED Machine.

CBS Staff attended training in AIMS behavior and SRA Math this month.

Thank you for you continued support.

CBS Monthly Statistic Report for April 2011

1. New students enrolled for the first time this month:	1
2. Total of all students who were on CBS rolls at anytime this month:	35
3. Number of students on rolls at end of month:	35
4. Number of boys on rolls at end of month:	32
5. Number of girls on rolls at end of month:	3
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	Streator Elem. #44	4-26-11

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 Entered</u>

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>

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>

<u>Attendance Summary:</u>				
Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
84.5	-	12	=	72.5 / 469 = 15.46%

Circuit Breaker School		Absence Report					
April		2011					
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	15	2	0	0	2	13.33%
2	2	15	1	0	0	1	6.67%
3	9	15	3	0	0	3	20.00%
4	40	15	0	0	0	0	0.00%
5	40	15	3	1	0	4	26.67%
6	40	15	0	15	0	15	100.00%
7	40	15	2	0	0	2	13.33%
8	44	15	4	1	0	5	33.33%
9	44	15	1	3	0	4	26.67%
10	44	4	0	0	0	0	0.00%
11	120	15	0	0	0	0	0.00%
12	120	15	0	4	0	4	26.67%
13	122	15	0	0	0	0	0.00%
14	122	15	0	0	0	0	0.00%
15	122	15	0	0	0	0	0.00%
16	122	15	0	0	0	0	0.00%
17	122	15	0	0	0	0	0.00%
18	122	15	0	0	0	0	0.00%
19	124	15	0	0	0	0	0.00%
20	124	15	2	0	12	2	13.33%
21	140	15	0	6	0	6	40.00%
22	140	15	0	0	0	0	0.00%
23	140	15	3	1	0	4	26.67%
24	140	15	0	2	0	2	13.33%
25	140	15	3	0	0	3	20.00%
26	140	15	1	0	0	1	6.67%
27	140	15	0	13	0	13	86.67%
28	141	15	0	0	0	0	0.00%
29	141	15	1	1	0	2	13.33%
30	141	15	0	0	0	0	0.00%
31	160	15	0	0	0	0	0.00%
32	280	15	0.5	0	0	0.5	3.33%
33	289	15	0	0	0	0	0.00%
34	289	15	2	2	0	4	26.67%
35	535	15	1	0	0	1	6.67%
	Totals	469	23.5	49	12	72.5	15.46%

