

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 13, 2010

Time: 9:08 a.m.

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

Type of meeting: Public Hearing on the L.E.A.S.E. 2009-2010 Amended Budget

Motion made by: Mr. Linnig

Motion: To call the public hearing to order

Motion seconded by: Mrs. Fuller

Roll Call: "Yeas" – Linnig, Fuller, Cross, McCracken and Prusator

"Nays" – none.

Action: Passed

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. Jay McCracken
5. Mr. Jeff Prusator

Members absent

1. Mr. Mike Matteson
2. Mr. Mark Thurwanger

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director
3. Mr. Richard Myers, Regional Superintendent

Summary of discussion: Ms. Chapman reported that there have been no changes to the amended budget since it was presented to the Committee last month. She indicated the budget needed to be amended to accurately reflect ARRA funding and construction additions. The amended budget is just over 2 million more than the budget that was approved last June. This is due to changes in how we utilized ARRA funding. Last June we anticipated releasing 50% of the funds to districts, instead we released all of the funds so districts could determine how they wanted to use those funds over the two year period. Also, there were very limited funds allocated for construction as we didn't purchase the Peru building until September. When removing the ARRA funds from the budget, the amended budget is just over \$25,000 less than the approved budget, due to a significant savings in our property/casualty insurance. There was no public comment.

Motion made by: Mr. McCracken

Motion: To close the public hearing

Motion seconded by: Mr. Linnig

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Open Meeting Minutes

Date: May 13, 2010

Time: 9:10 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. Jay McCracken
5. Mr. Jeff Prusator

Members absent

1. Mr. Mike Matteson (arrived shortly after the meeting began)
2. Mr. Mark Thurwanger (arrived shortly after the meeting began)

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director
3. Mr. Richard Myers, Regional Superintendent

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 8, 2010; destruction of the October 9, 2008 and the November 13, 2008 tape-recorded closed session minutes, March 2010 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: None

Motion made by: Mrs. Fuller

Motion: To approve the open and closed session minutes from the board meeting held on April 8, 2010, to approve the destruction of the October 9, 2008 and the November 13, 2008 tape-recorded closed session minutes, to approve the March, 2010 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" – Fuller, McCracken, Cross, Linnig and Prusator
"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2009-2010 budget amendment.

Summary of discussion: Ms. Chapman 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, 2010. 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: Mr. Linnig

Motion: to approve the L.E.A.S.E. 2009-2010 budget amendment.
Motion seconded by: Mrs. Fuller
Roll Call: "Yeas" – Linnig, Fuller, Cross, McCracken, Prusator and Thurwanger
"Nays" – none.
Action: Passed

Agenda item: Award contract for C.B.S. breakfast and lunch vendor for 2010-2011 school year.

Summary of discussion: Mrs. Carretto recommended continued participation in The School Breakfast Program for C.B.S. and contracting with an outside vendor, Voluntary Action Center to provide students breakfast and lunch. With the provision of delivery, beverage and utensils this works out to be the best deal and a savings over our current costs. It was noted that the lunch costs are recovered through student fees, National and State lunch programs. Some of the breakfast costs are also paid by these programs.

Motion made by: Mr. McCracken
Motion: to approve the proposal for C.B.S. to participate in The School Breakfast Program with the Voluntary Action Center providing students breakfast and lunch.
Motion seconded by: Mr. Prusator
Voice Vote: "Yeas" – all
"Nays" – none.
Action: Passed

Agenda item: Approve revisions to The Constitution of the Joint Agreement for L.E.A.S.E. to be recommended for ratification by the L.E.A.S.E. Alliance Council;

Summary of discussion: Ms. Chapman reported that according to ISBE, L.E.A.S.E. will not be able to submit our FY 11 grant application until our Constitution is in full compliance with PA 96-0257 in regards to "Qualified Workers" as our agreement refers specifically to psychologists. She shared a draft memo to Superintendents and recommended that it be mailed since our Constitution allows for amendments or revisions to be conducted through the U.S. Mail,

Motion made by: Mr. Thurwanger
Motion: to approve a revision to The Constitution of the Joint Agreement for L.E.A.S.E. for mailing and ratification by the L.E.A.S.E. Alliance Council

Motion seconded by: Mrs. Fuller
Roll Call/Voice vote: "Yeas" – Thurwanger, Fuller, Cross, Linnig, McCracken and Prusator.
"Nays" – none.
Action: Passed

Agenda item: Approve a rental agreement for use of the Circuit Breaker Peru Building;

Summary of discussion: Ms. Chapman reported that she used the rental agreement we currently have with ADV/SAS and re-worked it to fit the Regional Safe Schools Program. Our attorney has reviewed it and said it looked fine. The rent will be \$2,500/month.

Motion made by: Mr. McCracken
Motion: to approve the rental agreement for use of the Circuit Breaker Peru Building

Motion seconded by: Mrs. Fuller

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

Action: Passed

Agenda item: Approve the parameters for the director to enter into a rental agreement for use of classroom space in Peru Public Schools;

Summary of discussion: Ms. Chapman reported that Peru has agreed to rent classroom space to the cooperative for the 2010-11 school year at a cost of \$10,500. At this time, it appears the tuition for this program will be about \$244/day (\$44105/yr) if we have 5 students enrolled. Currently, there are no students identified for the program yet, and due to the intensive training needed for the staff of the program, we anticipate that we probably won't be ready for students until late September. Ms. Chapman indicated that she would need approval to enter into an agreement with Peru Public Schools for a one year lease at \$10,500. Upon L.E.A.S.E. Board approval today, Mr. Cross will prepare the agreement for action next month.

Motion made by: Mr. Linnig

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

Motion seconded by: Mr. Matteson

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

"Abstain" - Cross

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 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: Ms. Chapman 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: Mrs. Fuller

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: Mr. Thurwanger

Voice vote: "Yeas" – All.

"Nays" – none

Action: Passed

Agenda item: Approve a quote for moving expenses to move the contents of the C.B.S. Seneca building to Peru.

Summary of discussion: Ms. Chapman shared two moving estimates with the Committee. The quote from Stevenson Transfer was the lowest.

Motion made by: Mr. Matteson

Motion: Approve the quote for moving expenses from Stevenson Transfer Inc. to move the contents of the C.B.S. Seneca building to Peru

Motion seconded by: Mr. McCracken

Roll Call: "Yeas" – Matteson, McCracken, Cross, Fuller, Linnig, Prusator 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: Ms. Chapman 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 the Circuit Breaker School Peru location. Suggested program ideas for the evening included the C.B.S. program, a history of L.E.A.S.E., Coordinator services and the new Autism program.

Motion made by: Mr. McCracken

Motion: to set September 28, 2010 at 6:00 p.m. for the Annual Fall L.E.A.S.E. Alliance Council meeting.

Motion seconded by: Mr. Thurwanger

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

Action: Passed

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

Summary of discussion: Ms. Chapman reported that Mrs. Marcia Burress, Mendota Elementary Superintendent, Mrs. Chris Koster, Social Worker for Ottawa Elementary, and Mrs. Sue Steinhour, School Psychologist for Seneca Elementary have decided to retire. All have been long-time, successful employees of their respective school districts within our Cooperative.

Motion made by: Mr. Thurwanger

Motion: to formally approve the following resolution individually specific to Mrs. Marcia Burress, Mrs. Chris Koster and Mrs. Sue Steinhour.

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 13, 2010 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 13th day of May, 2010.

Motion seconded by: Mr. Prusator

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: May 13, 2010

Time: 9:40 a.m.

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

A motion was made by Mr. McCracken

And seconded by Mr. Linnig

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" – McCracken, Linnig, Cross, Fuller, Matteson, Prusator and Thurwanger
"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:50 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Thurwanger

And seconded by Mrs. Fuller

To return to open meeting

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

Action: Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Approve a resolution regarding the employment of L.E.A.S.E. personnel.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. McCracken

Motion: to adopt the following resolution

WHEREAS: due to the need for increased coordinator services to support new programs and professional development, a vacancy exists for a L.E.A.S.E. Cross Categorical Coordinator and . . .

WHEREAS: after screening and interviewing several candidates, a fully qualified candidate has been found for this position, therefore be it . . .

RESOLVED: to employ Ms. Melissa Groot for the 2010-2011 school year as a L.E.A.S.E. Cross Categorical Coordinator at a salary of \$58,189 including the employer-paid T.R.S.

Motion seconded by: Mrs. Fuller

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

"Nays" –

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto shared that Mr. Gassman's report which indicated the fresh fruit and vegetable grant was successful this year. CBS has been awarded this grant for next year. Mike Nelson obtained another LANS grant for next year to assist in improving attendance. He has submitted a grant for kitchen equipment. Staff are beginning to box materials in preparation for the move to Peru. One classroom has started constructing a mock C.B.S. building to bring to the new facility.

Preliminary look at the 2010-2011 L.E.A.S.E. budget currently on public display to be acted upon after our June 10 formal budget hearing.

Ms. Chapman shared a one-page summary sheet showing a preliminary look at the projected revenues, expenditures and fund balance. She indicated that she just received preliminary grant allocations for next year late yesterday afternoon. Our Part B grant is about \$26,015 less for FY11 and our Preschool Grant is \$18.00 less for FY11. The preliminary budget indicates we will have about 4.7 million in IDEA funds available for next year and will carryover about 300,000 for FY12. The preliminary budget shows an increase of \$467,962 (4.23%) with the addition of the autism program and general budgetary increases. The required budget hearing is scheduled to take place prior to the June 10 L.E.A.S.E. Executive Committee meeting.

Update on proposed Autism Program for 2010-2011.

Mrs. Carretto reported that she received 24 applicants for the teacher position and will be setting up interviews with four of those candidates. She will be looking at securing related service providers for the program. She will also be developing a list of supply/materials needs and determining which students within the cooperative might be a good fit for the program.

Circuit Breaker Peru building updates.

Ms. Chapman reported that construction is right on schedule. Some roof damage was found that can be repaired inexpensively, but it will be a concern for the future. We may be getting the VCT flooring due to limited change orders and multiple credits.

Upcoming staff recognition activity

Ms. Chapman 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. Ms. Chapman 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

L.E.A.S.E.

Ms. Chapman reported that L.E.A.S.E. Coordinator, Kristen Smith presented at the NI ASPIRE conference in DeKalb. The coordinators that attended the conference are confident that our training on the new eligibility/entitlement process mirrored the training that was presented by ASPIRE regional Coordinators at the conference.

Medicaid

Ms. Chapman reported that because of the expected removal of lifetime caps, we might receive an increase in Medicaid fee for service monies. A preliminary comparison of “random moment” data with previous data suggests a significant increase in reimbursement.

I.S.B.E.

Ms. Chapman reported that Categoricals are expected to be prorated at 70% for the 2010-2011 school year. A New Suspension/Expulsion Self-Assessment document has been developed if a district received an indicator finding in this area. Currently, none of our member districts are required to complete this. ISBE has indicated that they will be able to calculate the Maintenance of Effort (MOE) for all districts for this next grant cycle. However, they said that a couple of years ago and we had to go back and complete it later. Also, we can expect some changes in how MOE and indicator findings affect cooperatives.

LEASE Office summer hours

Ms. Chapman shared that the L.E.A.S.E. Office will begin its usual summer office hours on Monday, June 14. 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 6. 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 7 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

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Thurwanger

Motion seconded by Mrs. Fuller

Action: Passed

Time of adjournment: 10:30 a.m.

Post Meeting Action

Date minutes approved: June 10, 2010

Date minutes were available for public inspection: June 10, 2010

Date minutes were posted on Alliance website: June 10, 2010

V.1

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/April

Date: April 30, 2010

We ended the month with 41 students.

We started Annual Reviews this month and continued to do job shadows with students. We job shadowed with Marseilles Union #393, IVCC, Flashpoint Academy in Chicago, and Ottawa Employment Office.

We continued to work on the Circuit Breaker RTI plan this month with staff attending workshops and in-house meetings.

The fresh fruit and vegetable grant has been successful this year with the University of Illinois Extension Office working with us providing healthy eating options for students.

Mike Nelson, CBS Social Worker attended a LANs Meeting this month and obtained another grant for next year to assist us in improving attendance.

Thank you for your continued support.

CBS Monthly Statistic Report for APRIL 2010

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: 41
4. Number of boys on rolls at end of month: 40
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>
Boy	Streator H.S. #40	4-22-10
Boy	Ottawa H.S. #140	4-26-10

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>
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Attendance Summary:

Total Days Excused & Unexcused	-	Alternative Educational Placements	=	Total Days Absent	/	Total Days Present	=	Percent of Absenteeism
197		73		124		715		17.34%

Circuit Breaker School			Absence Report					
		April		2010				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent	
1	2	19	0	0	0	0	0.00%	
2	9	19	0	0	0	0	0.00%	
3	40	19	3	0	0	3	15.79%	
4	40	19	1	0	0	1	5.26%	
5	40	19	2	2	1	4	21.05%	
6	40	19	0	0	19	0	0.00%	
7	40	7	1	0	0	1	14.29%	
8	40	19	4	4	0	8	42.11%	
9	44	19	2	0	0	2	10.53%	
10	120	19	0	0	19	0	0.00%	
11	120	19	0	0	19	0	0.00%	
12	120	19	2.5	5	0	7.5	39.47%	
13	122	19	0	0	0	0	0.00%	
14	122	19	0	0	0	0	0.00%	
15	122	19	2	0	0	2	10.53%	
16	122	19	3	0	0	3	15.79%	
17	122	19	3	1	0	4	21.05%	
18	122	19	1	2	0	3	15.79%	
19	125	19	0	0	15	0	0.00%	
20	140	19	0	4	0	4	21.05%	
21	140	19	0	13	0	13	68.42%	
22	140	19	2	1	0	3	15.79%	
23	140	19	1	0	0	1	5.26%	
24	140	5	1	1	0	2	40.00%	
25	140	19	2	0	0	2	10.53%	
26	141	19	0	0	0	0	0.00%	
27	141	19	0	0	0	0	0.00%	
28	141	19	0	3	0	3	15.79%	
29	141	19	1	13	0	14	73.68%	
30	141	19	0	0	0	0	0.00%	
31	150	19	0	11	0	11	57.89%	
32	150	19	0	0	0	0	0.00%	
33	150	19	0	0	0	0	0.00%	
34	160	19	0	0	0	0	0.00%	
35	160	19	0	0	0	0	0.00%	
36	210	19	0	0	0	0	0.00%	
37	280	19	1	8.5	0	9.5	50.00%	
38	280	19	2	2	0	4	21.05%	
39	280	19	1	18	0	19	100.00%	
40	535	19	0	0	0	0	0.00%	
41	535	19	0	0	0	0	0.00%	
	Totals	715	35.5	88.5	73	124	17.34%	

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR APRIL 2010

Physical Restraints	2
To the floor -	
Not to the floor - 2	
Time-Out Room	8
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	31
Other	22
<u>Total</u>	64

Explanation of Other:

1. Pushing another student/Fighting (x2)
2. Refused Direction - Walked away from staff
3. AWOL
4. Unable to Control behavioral Impulses
5. Escort
6. Disruptive Behaviors
7. Voluntary Statement
8. Assault/Injury
9. Verbal Threats
10. Refusal of Directions - Disturbing the class
11. Inappropriate items brought to school
12. Cheating on classwork
13. AWOL (x2)
13. Pushed Staff
14. Physical Aggression
15. Student expressing desperate feelings & need for help
16. Threats to another student
17. Refused to Work
18. Sleeping during classtime
19. Threw a desk - spitting sunflower seeds around the room
20. Strange Behaviors