

III. 1a.

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

Open Meeting Minutes

Date: November 12, 2009

Time: 9:10 a.m.

Location: Circuit Breaker School, Seneca, Illinois

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Mark Cross

Roll call indicated

Members in attendance:

1. Mr. Mark Cross
2. Mrs. JoEllen Fuller
3. Mr. Ryan Linnig
4. Mr. Michael Matteson
5. Mr. Mark Thurwanger

Members absent

1. Mr. Jay McCracken

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director
3. Mr. Richard Myers, Regional Superintendent
4. Mr. Phil Gassman, Principal, C.B.S.

Reception of Guests and Visitors & Opportunity for Public Comment

The Board welcomed C.B.S. Principal Gassman who explained that C.B.S. has five classrooms and the current enrollment is forty students. There is a waiting list at the Junior High level. The staff continues to train on RtI and AIMSWeb testing and is using the Lexia reading program with the students. A grant from Brian Towne allows for staff members from North Central Behavioral Health Systems to visit C.B.S. on a weekly basis to provide drug and alcohol counseling to the students. The fresh fruit and vegetable grant has been initiated with great success. Staff from the University of Illinois Extension Office visit C.B.S. on a monthly basis to present programs on the benefits of healthy eating. A grant from Wal-Mart helped provide equine therapy sessions for six students. A LANS grant provided an in-school vocational program for five students. Money raised from the Student Council healthy bake sale will help pay for a magic show. The Committee thanked Mr. Gassman for his presentation.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on October 8, 2009; September 2009 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: None

Motion made by: Mr. Thurwanger

Motion: To approve the Open and Closed Session Minutes from the Board meeting held on October 8, 2009; the September 2009 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report

Motion seconded by: Mr. Linnig

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

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve revisions to L.E.A.S.E. Policies on second reading

Summary of discussion: Ms. Chapman reported that this was the second reading of these policies. Needed changes in the policies were due to changes in the *Special Education Procedures* and were recommended by the I.S.B.E. and reviewed by the I.A.S.B. and the I.C.S.A.

Motion made by: Mr. Linnig

Motion: To adopt the following resolutions:

WHEREAS The Illinois Council of School Attorneys and IASB have revised their *Special Education Procedures* which impact L.E.A.S.E. policy 6:120 Education of Children with Disabilities and . . .

WHEREAS the L.E.A.S.E. policy contains the old language format therefore be it . . .

RESOLVED to approve on second reading L.E.A.S.E. policy 6:120 Education of Children with Disabilities.

WHEREAS The Illinois Council of School Attorneys and IASB have revised their *Special Education Procedures* which impact L.E.A.S.E. policy 7:230 Behavior Intervention and Discipline and . . .

WHEREAS the L.E.A.S.E. policy contains the old language format therefore be it . . .

RESOLVED to approve on second reading L.E.A.S.E. policy 7:230 Behavior Intervention and Discipline

Motion seconded by: Mrs. Fuller

Action: Passed

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

"Nays" – none.

Action: Passed

Agenda item: Approve a resolution to maintain our current agreement with The Horton Group for insurance brokerage services.

Summary of discussion: Ms. Chapman recommended staying with The Horton Group for employee benefits. We are receiving a large number of services from them without additional charges.

Motion made by: Mr. Linnig

Motion: To adopt the following resolution

WHEREAS the service provided by L.E.A.S.E. insurance brokers had not been evaluated in a number of years and . . .

WHEREAS a search was conducted to find appropriate insurance brokers for employee benefits and . . .

WHEREAS The Horton Group provides the largest number of services without additional charges, therefore be it ...

RESOLVED to maintain our agreement with The Horton Group for employee benefit insurance.

Motion seconded by: Mr. Matteson

Action: Passed

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

Action: Passed

Agenda item: Approve the recommended renewal of our property and liability insurance coverages

Summary of discussion: Ms. Chapman shared that our renewal cost for property, liability and worker's compensation from The Horton group was about \$1,000 less than what we are currently paying. However, the quote from Brennan and Stuart to participate in the Prairie State Insurance Cooperative (P.S.I.C.) was significantly less. P.S.I.C. does require a three-year agreement.

Motion made by: Mr. Linnig

Motion: To adopt the following resolution

WHEREAS a search was conducted to find appropriate insurance brokers for property, liability and workers comp. insurance and...

WHEREAS Brennan and Stuart, Inc are able to act as broker for participation in the Prairie State Insurance Cooperative and...

WHEREAS participation in the Prairie State Insurance Cooperative would result in a significant savings to the cooperative for the services mentioned above, therefore be it ...

RESOLVED to enter into a three-year agreement with Brennan and Stuart, Inc. as broker for L.E.A.S.E.'s participation in the Prairie State Insurance Cooperative.

Motion seconded by: Mr. Matteson

Action: Passed

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

Action: Passed

A motion was then made by: Mr. Thurwanger

Motion: To adopt the following resolution

WHEREAS the L.E.A.S.E. Executive Committee has the authority to participate with other units of government for the purpose of jointly providing Property/Casualty and Workers Compensation protections through self-insurance and insurance and...

WHEREAS pursuant to this authority the Executive Committee has reviewed an agreement for participation in a self-funded insurance and excess insurance Property/Casualty and Workers Compensation pool know as the Prairie State Insurance Cooperative (PSIC) and...

WHEREAS the operations of this self-funded PSIC pool has over the years been beneficial to the interest of school districts, therefore be it...

RESOLVED to approve membership and adopt the Intergovernmental Agreement for the Prairie State Insurance Cooperative.

Motion seconded by: Mrs. Fuller

Action: Passed

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

Action: Passed

Agenda item: Approve the HFS agreement regarding reimbursement of expenditures for the School Based Health Service program

Summary of discussion: Ms. Chapman shared that all Superintendents should have received an email from her indicating that the State is saying we should present this contract to our Boards for approval. The contracts are due at Fairbanks by November 30.

Motion made by: Mrs. Fuller

Motion: To approve the HFS agreement regarding reimbursement of expenditures for the School Based Health Service program

Motion seconded by: Mr. Thurwanger

Action: Passed

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: November 12, 2009

Time: 9:35 a.m.

Location: Circuit Breaker School, Seneca, Illinois

A motion was made by Mr. Thurwanger

And seconded by Mr. Linnig

To adjourn to closed meeting to:

✓ Discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees;

Closed Meeting Roll Call: "Yeas" – Thurwanger, Linnig, Cross, Fuller and Matteson

“Nays” – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting 9:41 a.m.

Motion to Return to Open Meeting

A motion was made by Linnig

And seconded by Matteson

To return to open meeting

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

“Nays” – none.

Action: Passed

Agenda Item: Anticipated Action Items After Closed Session

Adopt a resolution to employ a custodian/maintenance person for the Peru Circuit Breaker School location

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Matteson

Motion: to adopt the following resolution:

WHEREAS due to the acquisition of an additional building the need exists for an additional custodial/maintenance position and . . .

WHEREAS the critical nature of this position leads itself to a person with maturity, skills and personal qualities necessary to help Circuit Breaker School make a positive transition from one building to another and . . .

WHEREAS an applicant that meets these qualities has now been found for this position, therefore be it . . .

RESOLVED to employ David Ricci as the Peru Custodian / Maintenance person beginning November 16, 2009 at a salary of \$30,500 for an initial probationary period with the salary increasing to \$31,500 after the first four months of satisfactory employment

Motion seconded by Mr. Thurwanger

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

“Nays” – none.

Action: Passed

Information Items

Discuss the preliminary implications of the data received relative to the “Cooperative Status/Needs Assessment Report” used to determine the overall priority needs of the Cooperative and to initiate local district funding requests from L.E.A.S.E. for new local program development

Ms. Chapman reported that this needs assessment process is necessary to fulfill one of our grant requirements. She shared a verbal summary of special education service needs as determined with input from the L.E.A.S.E. Coordinators and local district staff. Those needs included programming

for students with autism and for students with emotional disorders at the K-3 level. Professional development in RtI, C.P.I., autism and assisting students with behavior disorders were also seen as needs. We also need to look at the availability of speech/language pathologists as some districts indicated that they would like more time. A formal, written report will be shared with the Executive Committee for their approval at the December 10 meeting and will be used to designate federal I.D.E.A. funding for new L.E.A.S.E. and local district program growth during the 2010-2011 school year.

Discuss L.E.A.S.E. Constitution requirements for replacing Executive Committee members

Ms. Chapman discussed L.E.A.S.E. Constitution requirements for replacing one Executive Committee member. She informed the Committee of the need to appoint one High School Superintendent to serve as a L.E.A.S.E. Executive Committee member for the December 2009 – September 2010 meetings. The Board indicated that one replacement should be appointed and shared their suggestions for this appointee.

L.E.A.S.E. future Autism program updates

Mrs. Carretto reported that she is looking at two possible locations for this program to begin in the 2010-2011 school year. Both locations have full size classrooms available. Students placed at either of these two locations would have access to age appropriate peers. She is also looking at job descriptions and a budget and is collecting information regarding upcoming trainings.

L.E.A.S.E. Preschool Team Evaluation Procedure

Ms. Chapman shared the procedure for Preschool Screening Team Evaluations. Interpreters, as needed, shall be provided at the District's expense for evaluations conducted by the L.E.A.S.E. Preschool Team. If the District does not have access to an interpreter, L.E.A.S.E. can provide support in securing such services.

E-rate update

Ms. Chapman reported that we currently use "Call One" for our phone service and it is time for us to go out for bid. She will indicate our need for services in the e-rate form 470. We only utilize e-rate funds for phone services.

L.E.A.S.E., Medicaid, I.S.B.E., legislative, legal updates

L.E.A.S.E.

The initial closing on the Peru building was completed. The building committee completed a "walk-through" with the architect so that everyone is familiar with the current condition of the building.

Ms. Chapman shared a "draft" L.E.A.S.E. Service Utilization Survey as part of her goal process. She asked the Committee members to review this document and provide feedback to her at our next meeting.

We have been providing in-house training to our secretarial staff on utilizing Microsoft Office 2007 products with our first training on utilizing Microsoft Access to make data-bases for information. You may have noticed the different format for our transportation report. This allows us the ability to

provide updated information as requested by districts and is very helpful when districts request program evaluations.

We are currently working on updated IEP forms that match our NetIEP forms to post on our website for use by private facilities. We are not allowing access to NetIEP for facilities outside of the cooperative. These forms will be provided in a format that will enable users to download and type in the forms.

ISBE

We are still waiting for updated eligibility information from ISBE and my most current information is that the document has been returned to the ISBE special education department for changes and should be available by the end of November. L.E.A.S.E. is working on some tools for districts to use to fulfill the requirement of providing evidence that students are being provided with appropriate instruction in the areas of reading and math as part of the eligibility determination process. We also are utilizing portions of our regular coordinator meetings to discuss ways to support districts as they work toward the new eligibility requirements that go into effect in the 2010-2011 school year.

Approval of Motion to Adjourn

Motion to adjourn made by Mr. Thurwanger

Motion seconded by: Mr. Linnig

Action: Passed

Time of adjournment: 10:05 a.m.

Post Meeting Action

Date minutes approved: December 10, 2009

Date minutes were available for public inspection: December 10, 2009

Date minutes were posted on Alliance website: December 10, 2009

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/October

Date: October 30, 2009

We ended the month with 39 students enrolled at Circuit Breaker School.

We finish off the equine therapy this month with 6 students attending 8 sessions in the months of September & October. A grant from Wal-Mart helped pay the equine sessions.

We continued to train staff on RTI and AIMS this month as we continue to make progress tracking student's progress. We have 5 students that have been working in an in-school vocational program. Students get in-school jobs after filling out applications and going through an interview process. This program was possible through a grant from LANs.

The Fresh Fruit and Vegetable Program continued this month with each class taking a turn to organize a special event. The Daily Times was here to do an article for the paper when Shelly Diss from the University of Illinois organized a special event.

Thank you for your continued support.

CBS Monthly Statistic Report for OCTOBER 2009

1. New students enrolled for the first time this month: **3**
2. Total of all students who were on CBS rolls at anytime this month: **39**
3. Number of students on rolls at end of month: **39**
4. Number of boys on rolls at end of month: **36**
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>
<u>Boy</u>	<u>Ottawa H.S. #140</u>	<u>10-1-09</u>
<u>Boy</u>	<u>Oglesby Elem.#125</u>	<u>10-13-09</u>
<u>Boy</u>	<u>Streator H.S. #40</u>	<u>10-14-09</u>

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 Entered</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>
-----------------------	-------------------------	---------------------

Attendance Summary:

Total Days Excused & Unexcused	-	Alternative Educational Placements	=	Total Days Absent	/	Total Days Present	=	Percent of Absenteeism
110		3		107		687		15.57%

Circuit Breaker School			Absence Report				
		October		2009			
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	20	2	0	0	2	10.00%
2	2	20	0	0	0	0	0.00%
3	2	20	0	0	0	0	0.00%
4	9	20	3	0	0	3	15.00%
5	9	20	1	0	0	1	5.00%
6	40	13	4.5	0	0	4.5	34.62%
7	40	20	0	1	0	1	5.00%
8	40	20	0	4	0	4	20.00%
9	40	20	4	0	0	4	20.00%
10	40	20	3	0	0	3	15.00%
11	44	20	2	0	0	2	10.00%
12	120	10	3	0	0	3	30.00%
13	120	20	5	0	0	5	25.00%
14	120	20	2	3	0	5	25.00%
15	122	20	3	0	0	3	15.00%
16	122	20	5	0	0	5	25.00%
17	122	20	0	0	0	0	0.00%
18	122	20	6	1	0	7	35.00%
19	122	20	1	0	0	1	5.00%
20	125	14	6	0	0	6	42.86%
21	140	20	4	0	0	4	20.00%
22	140	10	1	0	0	1	10.00%
23	140	20	1	0	0	1	5.00%
24	140	20	2	0	0	2	10.00%
25	140	20	3	2	3	5	25.00%
26	140	20	6	0	0	6	30.00%
27	141	20	0	0	0	0	0.00%
28	141	20	1	0	0	1	5.00%
29	141	14	1	2	0	3	21.43%
30	141	20	0	0	0	0	0.00%
31	150	20	1	8	0	9	45.00%
32	150	20	0	1	0	1	5.00%
33	150	20	0	0	0	0	0.00%
34	150	6	0	0	0	0	0.00%
35	160	20	0	1	0	1	5.00%
36	160	20	1	0	0	1	5.00%
37	280	20	1	0	0	1	5.00%
38	280	20	7.5	1	0	8.5	42.50%
39	280	20	4	2	0	6	30.00%
40	535	20	0	0	0	0	0.00%
41	535	20	2	0	0	2	10.00%
	Totals	687	81	26	3	107	15.57%

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR OCTOBER 2009

Physical Restraints	2
To the floor - 1	
Not to the floor - 1	
Time-Out Room	5
After PHR -	
Self Time-Out in the Area	0
Time-Out in the Classroom	0
Request to see Counselor	0
Injury/Medical	4
Damages	0
Left Building	1
Left Classroom	3
Learning	39
Other	12
<u>Total</u>	66

Explanation of Other:

1. Hand on escort
2. Threatening statement to teacher
3. Inappropriate drawings
4. Refused directions
5. Feces in classroom and gym
6. Feces on gym floor
7. Feces in classroom and in hallway
8. AWOL X 2
9. Refused to take off inappropriate shirt
10. Weapon brought to school (knife)
11. Hygiene Issues