

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

Date: September 6, 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: Mr. Mike Matteson

Members in attendance:

1. Dr. Lane Abrell
2. Mrs. Jo Ellen Fuller
3. Ms. Carolyn Koos
4. Mr. Mike Matteson
5. Mr. Mike Pillion
6. Mr. Mark Thurwanger

Members absent:

1. Mr. Jeff Prusator

Also present

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

Reception of Guests and Visitors and provide Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda: Open and Closed Session Minutes from the Board meeting held on June 6, 2011; Destruction of the December 10, 2009, January 14, 2010 and the February 11, 2010 tape recorded closed session minutes; May, June and July 2011 Bank Reconciliations; June, July, August and September Bills, Statement of Position and Investment Report and CBS Student Activity Fund Report.

Summary of discussion: One additional bill list and the August investment report were shared with the Committee. Ms. Chapman asked that they be included as part of the consent agenda.

Motion made by: Mr. Pillion

Motion: To approve the open and closed session minutes from the Board meeting held on June 6, 2011; to approve the destruction of the December 10, 2009, January 14, 2010 and the February 11, 2010 tape recorded closed session minutes; to approve the May, June and July 2011 Bank Reconciliations; to approve the June, July, August and September 2011 Bills; to approve the Statements of Position, and the Investment Reports and to approve the C.B.S. Student Activity Fund Report.

Motion seconded by: Mr. Thurwanger

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

Action: Passed

Remaining Agenda Items

Agenda item: Approve the Administrative Salary and Benefits document for posting on the L.E.A.S.E. website.

Summary of discussion: Ms. Chapman shared the L.E.A.S.E. administrator's and teacher's salary compensation and benefit reports for posting on our website. She noted this was in the same format we have used since this requirement was implemented.

Motion made by: Ms. Koos

Motion: to approve the Administrative and Teacher Salary and Benefits documents for posting on the L.E.A.S.E. website.

Motion seconded by: Mr. Thurwanger

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Accept the resignations of L.E.A.S.E. Staff.

Summary of discussion: Ms. Chapman reported that she has received letters of resignation from a C.B.S. classroom teacher and from a part-time custodian at C. B. S. She anticipates presenting the Executive Committee with an appropriate applicant for the part-time custodian position at the October meeting. Permanent substitute teacher Mary Roberts was reassigned to the classroom teacher position. As the year progresses, we will re-evaluate the need to hire a full-time substitute to replace Mrs. Roberts

Motion made by: Mrs. Fuller

Motion: to adopt the following resolution:

WHEREAS: we have received letters of resignation from Circuit Breaker Classroom Teacher, Allison Staab (effective 6/1/2011) and part-time Circuit Breaker Custodian Kevin Seghi (effective 7/15/2011), therefore be it . . .

RESOLVED: to accept Ms. Staab's and Mr. Seghi's resignations as indicated in their letters of resignation.

Motion seconded by: Dr. Abrell

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve a service agreement with Hillman Pediatric Therapy, P.C. to provide O.T. services for the Pre-Primary Keys program.

Summary of discussion: Ms. Chapman reported we received a letter in mid-July from Illinois Valley Community Hospital that they would no longer be providing OT services for our KEYS program effective August 16, 2011. Pam contacted several service providers and the only viable agreement provided was from Hillman Pediatric Therapy. The agreement was presented as a part of the packet. Hillman will provide services for the KEYS program at a cost of \$65/hour. This is an increase of \$5/hour over IVCH from the previous year.

Motion made by: Dr. Abrell

Motion: to approve the agreement with Hillman Pediatric Therapy, P.C. to provide occupational therapy services to students in the Pre-Primary Keys program on an as-needed basis at a rate of \$65.00/hour.

Motion seconded by: Ms. Koos

Voice Vote: “Yeas” - all
“Nays” – none.
Action: Passed

Agenda item: Set a date and time for a public hearing to consider a proposed waiver of school code mandates concerning the designation of school holidays.

Summary of discussion: Ms. Chapman shared that in order to continue to waive mandated school holidays for future school years, we need to update our waiver. A public hearing is required. Ms. Chapman proposed that the Executive Committee set a public hearing on November 1st, prior to our regularly scheduled Executive Committee meeting to be held at Circuit Breaker School.

Motion made by: Dr. Abrell

Motion: to set a public hearing for November 1 at 8:55 a.m. at Circuit Breaker School to consider a proposed waiver of school code mandates concerning the designation of school holidays.

Motion seconded by: Mr. Thurwanger

Voice vote: “Yeas” – all
“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 first reading;

Summary of discussion: Ms. Chapman shared that the proposed changes to Policy 6:120 will put our policy more in line with the recommended PRESS policy and ISBE rules. The proposed language to be removed is out of date when compared to the ISBE Special Education Rules.

The change to policy 7:230 is an update in the legal reference section which again reflects changes to ISBE Special Education Rules;

The Committee approved the needed changes in L.E.A.S.E. Policies 6:120 *Education of Children with Disabilities* (Policy Revision) and 7:230 *Behavior Intervention and Discipline* (Policy Revision) on first reading.

Agenda item: Approve the submission of a non-binding letter of intent for both CBS and LEASE to iFiber (Illinois Fiber Resources Management Group) to allow for the construction of a “lateral” to each location.

Summary of discussion: The proposed letter was included as a part of the meeting packet. This letter will allow iFiber to construct a fiber lateral extension outside both locations to enable future connection to dark fiber data services. The construction of the lateral is at no cost to the cooperative. If we were to reach an agreement for service at a later date, the estimated cost at this time would be \$7,200/year/location.

Motion made by: Mr. Thurwanger

Motion: to approve the submission of a non-binding letter of intent for both CBS and LEASE to iFiber (Illinois Fiber Resources Management Group) to allow for the construction of a “lateral” to each location.

Motion seconded by: Dr. Abrell

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

Agenda item: Approve changes to the Circuit Breaker School Calendar.

Summary of discussion: The original calendar contained an additional student attendance day, which in turn added an extra day to the non-certified classroom aide work schedule. Rather than increase payroll, the proposed calendar adds an institute day December 16th which also matches the Regional Safe School Calendar.

Motion made by: Mr. Pillion

Motion: to approve changes to the Circuit Breaker School Calendar.

Motion seconded by: Ms. Koos

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: September 6, 2011

Time: 9:07 a.m.

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

A motion was made by Dr. Abrell

And seconded by Ms. Koos

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" Abrell, Koos, Fuller, Matteson, Pillion and Thurwanger.
"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:40 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Pillion

And seconded by Mr. Thurwanger

To return to open meeting

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

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto reported that as of today, there are more than 39 students on the C.B.S. roster in grades 4 – 12. Staff has completed all mandated trainings. One student teacher began the year and another is completing her practicum at C.B.S. Benchmarking will begin next week.

Summary of Coordinator Activities for 2010-2011 (verbal report-Assistant Director Carretto);

Mrs. Carretto reported that during 2011-2012 the L.E.A.S.E. Coordinators completed 90 local district staff evaluations and provided 135 workshops. Coordinator attendance at I.E.P. meetings has decreased indicating district staff feel more capable of handling these meetings.

Compliance issues resolved this year include Indicators 9, 10, 13 and 14, appropriate documentation for SLD, 60 day timelines and IEP's being completed on anniversary dates. Classroom deviations and IEP timeframe are two compliance issues that carryover from last year. Coordinators continue to monitor errors in IEP content.

Report on L.E.A.S.E. Pre-Primary Keys program (verbal report-Assistant Director Carretto);

Mrs. Carretto shared that the Keys program began the year with three students. The staff has completed their mandated trainings. They are currently reviewing the program guide. The teacher did attend the L.E.A.S.E. Summer Autism training.

Report of past and upcoming Professional Development Activities sponsored by L.E.A.S.E. (Assistant Director Carretto);

Mrs. Carretto reported on the upcoming professional development workshops that L.E.A.S.E. will be conducting. These workshops include Psychologist/Social Worker update meetings, R.t.I., Autism strategies, Crisis Intervention and P.B.I.S. Roundtables will continue to be held for Speech/Language Pathologists, Life Skills Teachers and Hearing Impaired Teachers. A Medicaid Fee-for-Service training will be held October 6 with Hawthorne, our new provider. We continue to focus on recommendations from the Steering Committee and continue to collaborate with the R.O.E.

Report on Circuit Breaker School Annual School Safety Review

Mrs. Carretto shared that the Emergency Crisis Plan was reviewed and the response team information was updated to include CBS, Safe School and the Peru Catholic Principal. Discussion took place with the Police Department on how they can be utilized more effectively.

Report on the status of the L.E.A.S.E. audit

Ms. Chapman shared that the audit should be ready to be presented during the October Executive Committee Meeting. Although at this time we don't anticipate any major "findings", there were a few errors with the ARRA fund reporting that we were able to correct with ISBE.

Roefeldt and Lockas provided their 3 year proposal to continue as our auditors. The Board felt it was not necessary to re-bid the audit services at this time. Ms. Chapman will present the formal proposal for approval at the October Board meeting.

Report on IDEA Flow Through and Part B grant status (verbal report);

Ms. Chapman reported that she has received the final allocations for the IDEA grants. The preschool grant remained the same, and the regular IDEA grant was reduced by \$157. Although the change in funding amounts don't require an amendment to the grant application, when the original grant was written, pre-payment and carryover funds were not available and thus were not included in the original application. We will notify all districts of our intent to amend so they may submit changes as well.

Report on revisions to L.E.A.S.E. Administrative Procedure 7:22 AP5 Required State Board Procedure – Section 10 – Procedural Safeguards;

Ms. Chapman reported that this procedure has been updated to include communication to all affected personnel if a parent revokes consent for special education, as recommended by PRESS.

Report on the concluded Executive Committee terms for Mrs. Fuller, Mr. Matteson and Mr. Thurwanger and report on our upcoming September 26, 2011 L.E.A.S.E. Alliance Council meeting;

Ms. Chapman expressed her thanks to Mrs. Fuller, Mr. Matteson and Mr. Thurwanger for their two years of service to the Executive Committee. A list of eligible candidates to replace these three Board members was shared. The Alliance Council dinner meeting will be held at Pitsticks Pavilion in Ottawa. The Pre-Primary KEYS program will be showcased following dinner.

Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new positions for the 2011-2012 school year (verbal report);

Ms. Chapman reported that Cooperative-wide, seven positions were added and ten positions were eliminated. One position was changed to part-time and one part-time position remains unfilled. Four new Coordinators began the year at L.E.A.S.E. All are working hard to adjust to their new positions.

V.O.I.C.E./legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives update;

Ms. Chapman shared that most of the updates were shared already with all superintendents during the August Superintendent meeting.

Ms. Chapman shared that we do have October 6th confirmed for Medicaid Fee-for Service training. The trainings will be held at the L.E.A.S.E. office, and will be presented in 1 ½ hour sessions by job category. Laptops will be available so that all participants will have the opportunity to navigate the website during the training.

Ms. Chapman reported that the annual fall IAASE conference takes place in a couple of weeks, most often ISBE representatives provide updates during the Board meeting. She will be attending the conference along with all coordinators and Pam.

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 Dr. Abrell

Action: Passed

Time of adjournment: 10:08 a.m.

Post Meeting Action

Date minutes approved: October 4, 2011

Date minutes were available for public inspection: October 4, 2011

Date minutes were posted on Alliance website: October 4, 2011

V. 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: August 31, 2011

We ended the month with 39 students. We had 6 students enter and 2 students drop this month.

We began the year with two and a half days of teacher in-services with all staff trained in blood borne pathogens, ethics training, chronic health conditions, food allergies, suicide prevention, FERPA training, ADHD training and crisis prevention training.

We look forward to a productive year with emphasis on obtaining data to assist us with implementing positive interventions for all of our students in improving social skills, math, reading, and writing.

Thank you for your continued support.

CBS Monthly Statistic Report for August 2011

1. New students enrolled for the first time this month: **6**

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: **39**

4. Number of boys on rolls at end of month: **35**

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	Peru Elem. #124	8-23-11
Boy	Ottawa Elem. #141	8-24-11
Boy	Mendota H.S. #280	8-25-11
Boy	Putnam Co. H.S. #535	8-25-11
Boy	Putnam Jr. High #535	8-25-11
Girl	Putnam H.S #535	8-29-11

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>
Boy	Streator H.S. #40	8-18-11
Boy	Oglesby Elem. #125	8-22-11

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
52.5	- 9	= 43.5	/ 379	= 11.48%

Circuit Breaker School			Absence Report					
		August		2011				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent	
1	2	11	3	0	0	3	27.27%	
2	9	11	1	1	0	2	18.18%	
3	40	11	0	0	0	0	0.00%	
4	40	11	0	0	0	0	0.00%	
5	40	2	0	2	0	2	100.00%	
6	40	11	0	0	0	0	0.00%	
7	40	11	1	0	0	1	9.09%	
8	44	11	0	1	0	1	9.09%	
9	44	11	0	1	0	1	9.09%	
10	44	11	1	0	3	1	9.09%	
11	122	4	1	0	0	1	25.00%	
12	122	11	0	0	0	0	0.00%	
13	122	11	0	0	4	0	0.00%	
14	122	11	1	0	0	1	9.09%	
15	124	11	0	0	0	0	0.00%	
16	124	7	0	0	0	0	0.00%	
17	124	11	0	0	0	0	0.00%	
18	124	11	0	0	0	0	0.00%	
19	124	11	0	0	0	0	0.00%	
20	140	11	0	1	0	1	9.09%	
21	140	11	0.5	0	0	0.5	4.55%	
22	140	11	0	1	0	1	9.09%	
23	140	11	2	0	0	2	18.18%	
24	140	11	3	0	0	3	27.27%	
25	140	11	2	6	0	8	72.73%	
26	140	11	1	1	0	2	18.18%	
27	141	11	1	0	0	1	9.09%	
28	141	11	0	0	0	0	0.00%	
29	141	11	2	6	0	8	72.73%	
30	141	11	0	0	0	0	0.00%	
31	141	7	0	0	0	0	0.00%	
32	160	11	0	0	0	0	0.00%	
33	280	11	1	2	0	3	27.27%	
34	280	5	0	0	0	0	0.00%	
35	280	11	1	0	0	1	9.09%	
36	289	11	1	1	0	2	18.18%	
37	289	11	2	0	0	2	18.18%	
38	535	3	0	0	2	0	0.00%	
39	535	5	0	0	0	0	0.00%	
40	535	5	0	0	0	0	0.00%	
41	535	11	0	1	0	1	9.09%	
	Totals	379	20.5	23	9	43.5	11.48%	

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR AUGUST 2011

Physical Restraints	0
To the floor -	
Not to the floor	
Time-Out Room	5
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	0
Learning	10
Other	4
<u>Total</u>	19

Explanation of Other: 1. AWOL - Not following directions 2. Throwing cup of water
3. Unusual Behaviors
4. Has cuts on arms - Pounding on desk - Throwing chairs