

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
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Open Meeting Minutes

Date: April 8, 2010

Time: 9:05 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. Jay McCracken
4. Mr. Mark Thurwanger

Members absent

1. Mr. Ryan Linnig
2. Mr. Mike Matteson
3. Mr. Jeff Prusator

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director
3. Mr. Rich 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 March 11, 2010; February 2010 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: None

Motion made by: Mr. McCracken

Motion: To approve the open and closed session minutes from the board meeting held on March 11, 2010, to approve the February, 2010 bank reconciliation and to approve the bills, statement of position, investment report and C.B.S. activity fund report

Motion seconded by: Mrs. Fuller

Roll Call: "Yeas" – McCracken, Fuller, Cross and Thurwanger

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the renewal of our Infnitec Assistive Technology Coalition Membership for 2010-2011.

Summary of discussion: Ms. Chapman shared that the fees for the Infnitec Assistive Technology Coalition Membership will remain the same for fiscal year 2011. She recommended that we continue our membership in this coalition as they provide outstanding professional development through a variety of venues, access to assistive technology equipment, discounted group-buys on software and hardware, and invaluable assistive technology evaluations.

Motion made by: Mr. Thurwanger

Motion: to approve the renewal of our Infnitec Assistive Technology Coalition Membership for 2010-2011.

Motion seconded by: Mrs. Fuller

Roll Call: "Yeas" – Thurwanger, Fuller, Cross and McCracken

"Nays" – none.

Action: Passed

Agenda item: Designate a L.E.A.S.E. Open Meetings Act Designee.

Summary of discussion: Ms. Chapman shared that as of January 1, 2010, the Open Meetings Act (OMA) requires that all public bodies designate employees, officers or members to receive training on compliance with this law. Each public body must submit the list of designated persons to the Public Access Counselor. She recommended that as Executive Director, she should fulfill the role as designee. She has already completed the on-line training.

Motion made by: Mrs. Fuller

Motion: to designate Mary Jane Chapman as the L.E.A.S.E. Open Meetings Act Designee.

Motion seconded by: Mr. McCracken

Voice vote "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve a resolution to move Circuit Breaker School Imprest and Activity Funds from the Benchmark Bank of Seneca to the LaSalle State Bank in LaSalle.

Summary of discussion: Ms. Chapman shared that The Benchmark Bank of Seneca has changed hands as of April 1, 2010. As a result, they are charging a \$15.00 monthly fee for business checking accounts containing less than \$15,000. The C.B.S. Imprest checking account along with the activity fund savings account have both been housed at Benchmark Bank. Due to the service fee, we have closed the checking account and have been issued a check for the balance. She suggested the Executive Committee approve the following resolution so that we can move both accounts to the LaSalle State Bank immediately, rather than waiting until next school year.

Motion made by: Mr. McCracken

Motion: to adopt the following resolution:

WHEREAS L.E.A.S.E. auditors and Article 8, Paragraph 7 of the Illinois School Code require school boards to designate one or more banks or savings and loan associations situated in the State of Illinois as depositories for school funds, and ...

WHEREAS the Circuit Breaker School is moving to Peru prior to next school year, therefore be it ...

RESOLVED that the LaSalle State Bank of LaSalle be designated as depository for L.E.A.S.E. and C.B.S. funds.

Motion seconded by: Mr. Thurwanger

Roll Call: "Yeas" – McCracken, Thurwanger, Cross and Fuller

"Nays" – none.

Action: Passed

Agenda item: Approve the 2010-2011 C.B.S. calendar.

Summary of discussion: Mrs. Carretto shared the proposed calendar that was included in the Executive Committee's packet. She reported that the 2010-2011 C.B.S. calendar is very similar to the 2009-2010 calendar. The projected start date is August 16, 2010.

Motion made by: Mr. Thurwanger

Motion: to approve the 2010-2011 C.B.S. calendar.

Motion seconded by: Mrs. Fuller

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve the date for the 2009-2010 budget amendment hearing and review the draft of the 2009-2010 budget amendment;

Summary of discussion: Ms. Chapman shared a summary sheet indicating the total amended revenue and expenditures for the current FY 10 budget and compared the amendment to the approved budget. She explained that our current year budget has been amended to coincide with the federal I.D.E.A. Part B Flow-Through and Preschool Grants. This budget amendment will be placed on public display on April 9, 2010 and will be presented to the L.E.A.S.E. Executive Committee for formal approval at the May 13 meeting.

Motion made by: Mr. McCracken

Motion: to set Thursday, May 13, 2010 as the L.E.A.S.E. 2009-2010 public budget amendment hearing date.

Motion seconded by: Mr. Thurwanger

Roll Call: "Yeas" – McCracken, Thurwanger, Cross and Fuller

"Nays" – none.

Action: Passed

Agenda item: Approve the date for the 2010-2011 budget hearing and review the draft of the proposed 2010-2011 budget.

Summary of discussion: Ms. Chapman shared a one-page summary sheet showing a very preliminary look at the 2010-2011 L.E.A.S.E. budget. This summary sheet indicated 2010-2011 expense and revenue projections by fund. She explained that she has not received any information regarding the availability of IDEA funds for next year so changes/updates will be necessary prior to finalization for anticipated Board approval in June.

The Committee discussed the procedure in the L.E.A.S.E. Constitution to handle any pro-ration loss between the L.E.A.S.E. budgeted personnel reimbursement amount and the actual pro-ration received from the State of Illinois. The Committee felt this procedure should be explained via an email to Superintendents or should be discussed at the June 14 Regional Office of Education Superintendent's meeting or the L.E.A.S.E. Fall Alliance Council meeting.

Motion made by: Mr. Thurwanger

Motion: to set Thursday, June 10, 2010 as the L.E.A.S.E. FY11 public budget hearing date when formal approval of the 2010-2011 budget is to be considered.

Motion seconded by: Mr. McCracken

Roll Call: "Yeas" – Thurwanger, McCracken, Cross and Fuller

"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: Ms. Chapman reported that no new applications have been received during the past month from districts.

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

Summary of discussion: Ms. Chapman reported that Linda Corwell, Coordinator for Physically Impaired Students, Sharon Ebener, Peru Elementary Special Teacher, Sue English, Marseilles Elementary Speech and Language Pathologist, Ann Hecathorn, Speech and Language Pathologist for the Serena District, Karen Kline, Social Worker for the Rutland umbrella, Barb Mueller, Ottawa Elementary Special Education Teacher and Mary Anne Neimann, Circuit Breaker School Guidance Counselor have decided to retire. All have been long-time, successful employees of their respective school districts within our Cooperative.

Motion made by: Mrs. Fuller

Motion: to formally approve the following resolution individually specific to Linda Corwell, Sharon Ebener, Sue English, Ann Hecathorn, Karen Kline, Barb Mueller and Mary Ann Neimann for their years of dedicated service to students with disabilities within the L.E.A.S.E. Cooperative.

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 his/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/his local school district be it therefore formally . . .

RESOLVED that the L.E.A.S.E. Executive Committee on April 8, 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 8th day of April, 2010.

Motion seconded by: Mr. Thurwanger

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

Action: Passed

Motion to Adjourn to Closed Meeting

Date: April 8, 2010

Time: 9:29 a.m.

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

A motion was made by Mr. Thurwanger

And seconded by Mrs. Fuller

To adjourn to closed meeting to discuss:

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

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" –Thurwanger, Fuller, Cross and McCracken
"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:51 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Thurwanger

And seconded by Mr. McCracken

To return to open meeting

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

Action: Passed

Agenda Item: Anticipated Action Items after Closed Session

Agenda item: Approve employee salaries for the upcoming years(s).

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Thurwanger

Motion: to freeze the L.E.A.S.E. hiring tables and to grant a one year 3% increase across the board for all L.E.A.S.E. staff.

Motion seconded by: Mr. McCracken

Roll Call: “Yeas” – Thurwanger, McCracken and Cross

“Nays” – Fuller

Action: Passed

Agenda item: Approve a requested leave of absence.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. McCracken

Motion: to approve a leave of absence for L.E.A.S.E. Speech and Language Pathologist Sheila Gensler

Motion seconded by: Mr. Thurwanger

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

“Nays” – none.

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto reported that the month of March ended with forty students enrolled. Elementary students have completed their ISAT testing. Job shadowing is continuing at various locations and Mr. Gassman will begin looking into resources in the Peru area. Most all parents have been coming to the annual reviews. This year they were asked to complete a survey of services being offered. All but one survey has been returned and the results look positive. Ms. Chapman commended Mrs. Carretto for encouraging the C.B.S. staff to focus on core instruction.

Updates on proposed L.E.A.S.E. run Autism program

Mrs. Carretto indicated that L.E.A.S.E. may possibly be able to rent space in the Peru District for this program. Mr. Cross indicated he would be making this recommendation to his Board at their April 21st meeting. Ms. Chapman indicated we would advertise the teaching position as an “anticipated opening”.

Report on the evaluation of programs supported by L.E.A.S.E. federal I.D.E.A. grant funding

Mrs. Carretto reported that L.E.A.S.E. incentive funds are currently supporting twenty local district programs, and that these programs have now all reported that they are meeting their indicated objectives. All but six programs have served students from other districts within the L.E.A.S.E. cooperative. Mrs. Carretto expressed her appreciation to districts that operate these programs to meet the needs of students.

Peru Building updates

Ms. Chapman reported that she has been pleasantly pleased with the contractor and the quality of work in the building. Demolition is well underway. Doors and walls have been removed, entry window and new doorways should be completed this week. Additional asbestos has been found in one wall, however the cost for removal will be minimal. One moving estimate has been received and additional quotes will be shared with the Board at our May 13 meeting.

Recognize the four L.E.A.S.E. staff chosen to receive the Regional Office of Education's "Excellence in Education" award

Ms. Chapman recognized Kristen Smith, L.E.A.S.E. Coordinator, Arlene Hoffman, L.E.A.S.E. Secretary, and Tom Edwards, C.B.S. program aide as the L.E.A.S.E. staff nominated by their peers to receive the Regional Office of Education's "Excellence in Education" award. Mary Ann Neimann, C.B.S. Guidance Counselor will receive a "Retiring Educator" award.

Review the L.E.A.S.E. Central Office professional staff calendar for 2010-2011

Ms. Chapman shared the proposed L.E.A.S.E. Office calendar. She noted that this calendar has been developed to cover, as much as possible, the student attendance days of all the L.E.A.S.E. local district 2010-2011 calendars that we are aware of to date. The Committee had no objections to the calendar and indicated that Mrs. Chapman should proceed in communicating the calendar to appropriate L.E.A.S.E. staff.

L.E.A.S.E. / V.O.I.C.E. / Legislative / I.S.B.E. / Medicaid recent initiatives

LEASE Updates:

Mrs. Chapman reported that we were able to get the Medicaid REV lookups completed for free by a vendor that we used in the past (Hawthorne). All that we need to do is allow them to bid our Fee for Service claiming when our contract with Peoria is up for renewal. We sent the data and it has been returned already. That information will be entered into the Fairbanks system so there will be no delay in third quarter reimbursement.

Mrs. Chapman reported that all districts should have received their "Indicator" letters which are sent from ISBE annually to report on district status. Of our 27 districts, only two received ratings less than perfect. One district missed the 60 day timeline for holding an eligibility determination meeting, and the other was related to an indicator 13 (transition) issue found upon ISBE file review.

Approval of Motion to Adjourn

Motion to adjourn made by Mrs. Fuller

Motion seconded by Mr. Thurwanger

Voice vote: Yeas all

Nayes none

Action: Passed

Time of adjournment: 10:32 a.m.

Post Meeting Action

Date minutes approved: May 13, 2010

Date minutes were available for public inspection: May 13, 2010

Date minutes were posted on Alliance website: May 18, 2010

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/March

Date: March 26, 2010

We ended the month with 40 students. We had no students drop this month and 1 new student enter.

Our elementary students were busy this month taking ISAT Tests. The student council also organized an ice cream sundae bar for the students and staff at the end of the week of ISAT Tests.

We continued to have students job shadow with visits to Chessie Lane Veterinarian Hospital in Ottawa, Snowdance Auto in Seneca, Streator Fire Department, the U.S. Army Recruiting Division and the Culinary Department at Joliet Jr. College.

We also had some of our High School students attend the IVCC Transition Fair this month and saw one of Circuit Breaker's former students working the fair.

Thank you for your continued support.

CBS Monthly Statistic Report for MARCH 2010

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: 40
3. Number of students on rolls at end of month: 40
4. Number of boys on rolls at end of month: 38
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	Ottawa Elem. #141	3-8-10

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 Entered</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
146.5		25		121.5		718		16.92%

Circuit Breaker School			Absence Report					
		March		2010				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent	
1	2	19	1	0	0	1	5.26%	
2	9	19	1	0	0	1	5.26%	
3	40	19	2	0	0	2	10.53%	
4	40	19	1	1	0	2	10.53%	
5	40	19	4	0	1	4	21.05%	
6	40	19	6	0	0	6	31.58%	
7	40	19	1	0	0	1	5.26%	
8	44	19	1	0	0	1	5.26%	
9	120	19	0	4	0	4	21.05%	
10	120	19	3	1	0	4	21.05%	
11	120	19	4	4	0	8	42.11%	
12	122	19	2	0	0	2	10.53%	
13	122	19	0	0	0	0	0.00%	
14	122	19	0	0	0	0	0.00%	
15	122	19	0	0	10	0	0.00%	
16	122	19	1	0	10	1	5.26%	
17	122	19	1	1	0	2	10.53%	
18	125	19	1	0	0	1	5.26%	
19	140	19	4	0	0	4	21.05%	
20	140	19	1	5	0	6	31.58%	
21	140	19	3	0	0	3	15.79%	
22	140	19	3	0	0	3	15.79%	
23	140	19	3.5	0	0	3.5	18.42%	
24	141	15	0	0	0	0	0.00%	
25	141	19	0	0	0	0	0.00%	
26	141	19	4	0	0	4	21.05%	
27	141	19	1	7	0	8	42.11%	
28	141	19	0	0	0	0	0.00%	
29	150	19	2	8	0	10	52.63%	
30	150	19	1	0	0	1	5.26%	
31	150	19	0	0	0	0	0.00%	
32	160	19	0	0	0	0	0.00%	
33	160	19	0	0	0	0	0.00%	
34	210	19	1	0	0	1	5.26%	
35	280	19	0	6	0	6	31.58%	
36	280	19	3	1	0	4	21.05%	
37	280	19	8	7	0	15	78.95%	
38	280	19	2	13	4	15	78.95%	
39	535	19	0	0	0	0	0.00%	
40	535	19	0	0	0	0	0.00%	
	Totals	718	63.5	58	25	121.5	16.92%	

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR MARCH 2010

Physical Restraints	1
To the floor - 3	
Not to the floor -	
Time-Out Room	13
After PHR -	
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	35
Other	19
<u>Total</u>	69

Explanation of Other:

1. Physical Aggression towards another student - 3
2. Refused to Work and Follow Directions
3. Poking Self With Pencil
4. Fecal Smell - 14
5. Hands On Escort - 3
6. Flipped Over Desk, Punched Wall, Swearing
7. Threatened Staff With Folding Chair
8. AWOL
9. Called Ambulance - Went to Hospital
10. Very Angry - Threatening
11. Threatened to Kill Staff
12. Making a Sharp Object
13. Bullying
14. Threatening Comments
15. Disturbing Conversation
16. Threatened Staff - 2
17. Drawing Pictures of Mushrooms