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

Date: September 10, 2009

Time: 9:08 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. Mrs. Marcia Burress
2. Mr. Mark Cross
3. Mr. Craig Doster
4. Mr. John Harrison
5. Mr. Jay McCracken
6. Mr. Mark Thurwanger

Members absent: Mr. Ryan Linnig arrived shortly after the meeting began

Also present

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

Welcome the newly appointed Executive Committee member for this meeting, receive Guests and Visitors and provide Opportunity for Public Comment

The Executive Committee welcomed Mr. Mark Thurwanger, Seneca High School Superintendent as a newly appointed Executive Committee member for this meeting.

Approval of Items on Consent Agenda: Open and Closed Session Minutes from the Board meeting held on June 16, 2009; Destruction of the January 10, 2008 and the February 14, 2008 tape recorded closed session minutes; May, June and July 2009 Bank Reconciliations; June, July, August and September Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: None

Motion made by: Mr. Doster

Motion: To approve the open and closed session minutes from the Board meeting held on June 16, 2009; to approve the destruction of the January 10, 2008 and the February 14, 2008 tape recorded closed session minutes; to approve the May, June and July 2009 Bank Reconciliations; to approve the June, July, August and September 2009 Bills; to approve the Statement of Position, the Investment Report, and the C.B.S. Activity Fund Report

Motion seconded by: Mr. Harrison

Roll Call: "Yeas" – Doster, Harrison, Burress, Cross, McCracken and Thurwanger

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2008-2009 audit for required distribution.

Summary of discussion: This item was moved to an information item due to the fact that the final audit has not been received.

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

Summary of discussion: Ms. Chapman shared the L.E.A.S.E. administrator's salary compensation and benefit report for posting on our website by October 1. Staff member names and vehicle benefit will be added to the document. Teacher's salaries and benefits will be posted by July 1.

Motion made by: Mr. McCracken

Motion: to approve, with the two additions noted above, the Administrative Salary and Benefits document 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: Approve the next steps in the process for entering into an agreement with an architect.

Summary of discussion: Ms. Chapman reported that she received qualification information from five architectural firms. Upon review of the responses she proposed interviewing four of these architects. The Committee suggested Ms. Chapman visit sites that these firms have revamped. The Committee recommended that our lawyer review and clarify the firm's fee structure.

Motion made by: Mr. Doster

Motion: that Ms. Chapman present her recommendation for an architect to the Executive Committee upon completion of the qualification process.

Motion seconded by: Mr. Linnig

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

Action: Passed

Agenda item: Approve the next steps in the process for entering into an agreement with an insurance broker(s).

Summary of discussion: Ms. Chapman reported that she received qualification information from seven firms relative to our property/liability and employee benefit insurance. Upon review of the responses she proposed interviewing four of these brokers. She suggested using the same broker for both the property/liability and employee benefit insurance.

Motion made by: Mr. Harrison

Motion: that Ms. Chapman present her recommendation for insurance broker(s) to the Executive Committee upon completion of the qualification process.

Motion seconded by: Mr. Thurwanger

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

Action: Passed

Agenda item: Approve revisions and amendments 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 reviewed the revisions and amendments to the L.E.A.S.E. Constitution. Some of the revisions were proposed by our attorney and some of the new language is due to the passage of Public Act 096-0783. Discussion took place about the distribution of proceeds to the member districts if the facility is sold before or after bonds are retired.

Motion made by: Mr. McCracken

Motion: to check with the L.E.A.S.E. attorney about the Constitutional changes discussed and upon his approval, recommend the revised Constitution to the Alliance Council for their approval.

Motion seconded by: Mr. Doster

Roll call: "Yeas" – McCracken, Doster, Burress, Cross, Harrison, Linnig and Thurwanger.

"Nays" – none.

Action: Passed

Agenda item: Approve recommendation to the L.E.A.S.E. Alliance Council for purchase of the property located at 2233 Sixth Street, Peru, IL 61354 to house the Circuit Breaker School

Summary of discussion: This item was moved to "Anticipated Action Items After Closed Session"

Motion to Adjourn to Closed Meeting

Date: September 10, 2009

Time: 10:17 a.m.

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

A motion was made by Mr. Linnig

And seconded by Mr. Harrison

To adjourn to closed meeting to discuss:

The purchase or lease of real property for the use of the Alliance, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5)

Closed Meeting Roll Call: "Yeas" – Linnig, Harrison, Burress, Cross, Doster, McCracken and Thurwanger

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 10:37 a.m.

Motion to Return to Open Meeting

A motion was made by Mr. Harrison

And seconded by Mr. McCracken

To return to open meeting

Roll Call: "Yeas" – Harrison, McCracken, Burress, Cross, Doster, Linnig and Thurwanger
"Nays" – none.
Action: Passed

Anticipated Action Items After Closed Session

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Doster

Motion: To approve a recommendation to the L.E.A.S.E. Alliance Council for the purchase of the property located at 2233 Sixth Street, Peru, IL 61354 to house the Circuit Breaker School.

Motion seconded by: Mr. Harrison

Roll call: "Yeas" – Doster, Harrison, Burress, Linnig, McCracken

"Abstain" – Cross, Thurwanger

"Nays" – none

Action: Passed

Information Items

C.B.S. monthly report

Mrs. Carretto reported that as of September 8, there are 37 students on the C.B.S. roster in grades 5 – 12. Staff continue to use the "Love and Logic" model along with the "Classroom Community Model". They continue to move forward with RtI and are looking at the development of an RtI team. They have completed AIMS benchmarking and will be initiating Math via AIMS. They have a new vendor for the breakfast program that is more cost effective and is serving healthier food.

Summary of Coordinator Activities for 2008-2009 (verbal report-Assistant Director Carretto);

Mrs. Carretto reported that during 2008-2009 the L.E.A.S.E. Coordinators completed 103 local district staff evaluations and provided 112 workshops accounting for 79% of Coordinator time. Coordinator attendance at I.E.P. meetings has decreased from 11% to 9% of their time. Coordinators attended 87 workshops last year to enhance their skills.

Report progress on L.E.A.S.E. autism program proposal (verbal report-Assistant Director Carretto);

Mrs. Carretto reported that the Autism Committee plans to have a proposal for a Preschool level program to present to the Executive Committee at their October meeting.

Report of past and upcoming Professional Development Activities sponsored by L.E.A.S.E. including the Summer 2009 Autism Workshop (Assistant Director Carretto);

Mrs. Carretto reported that the summer autism training was a success as determined by participant's feedback. She further 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., Speech/Language, A.S.P.I.R.E. and P.B.I.S.

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

Ms. Chapman reported that the ARRA IDEA Flow Through Grant has been returned for changes. Three district sub-grants needed revisions and there were some problems with using ARRA Funds for construction purposes. Thirteen district sub-grants have been approved by Ms. Chapman, six district sub-grants have been returned for changes and eight districts have not yet submitted a sub-grant. Final approval of the ARRA Preschool Grant was granted September 8.

Report on the concluded Executive Committee terms for Mrs. Burress, Mr. Doster, and Dr. Swanson and report on our upcoming September 29, 2009 L.E.A.S.E. Alliance Council meeting;

Ms. Chapman expressed her thanks to Mrs. Burress, Mr. Doster and Dr. Swanson for their service to the Executive Committee. A list of eligible candidates to replace these three Board members was shared.

Report on the status of qualified personnel in the Cooperative and an overview of staff members holding new positions for the 2009-2010 school year (verbal report);

Ms. Chapman reported that we recorded fifty-nine administrative and special education personnel changes through L.E.A.S.E. over the summer. There were eleven new programs, four new positions (3 psychologists and one principal) and three programs were discontinued.

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

Medicaid

Ms. Chapman reported that Fairbanks is the new State Vendor for Administrative Outreach Medicaid Claims. Each district was required to log on to their website to provide contact information for the different reporting tasks required for submitting claims. The time study process will be different this year with the use of a “moment” in time instead of two weeks of tracking. Those chosen will be given 2 days notice of their “moment”, they then have 5 business days to login to the website to complete their reporting. Participants will only need to provide a description of their activities during the “moment” and Fairbanks will complete the codes. Districts must have 85% compliance in order to file a claim for the quarter. Participant rosters are due by September 15th for the first quarter. There is one more training session being offered on-line this Friday. Fairbanks is working on the agreements that need to be signed by each district in order to participate in the MAC program. Currently they are due Oct. 1st, however, that date will probably be extended as the agreements will need to be approved by individual School District Boards.

ISBE

Ms. Chapman reported that ISBE is hoping to release a data document by mid-September that will indicate how data is collected and interpreted in regards to the State Improvement Plan Indicators.

ISBE has changed some of their targets in the State Improvement Plan to match the Elementary and Secondary Education Act (NCLB).

ISBE is adding indicator 4 Part B – suspension and expulsion by ethnicity as a compliance indicator.

Indicator 13 Secondary Transition has some new reporting requirements for this year. L.E.A.S.E. is offering transition training on Sept. 21st.

Indicator 14 – post high school is on hold. They are still waiting for an approved survey

ISBE has released the New Educational Rights and Responsibilities designed for everybody to access information about special education. The L.E.A.S.E. website contains a link to this document. ISBE may release the document on C.D.

LEASE

Ms. Chapman reported last spring that the funding from an Illinois Department of Public Health grant was in jeopardy due to anticipated state budget cuts. This grant that partially funds two vision technicians for our preschool screening team has been funded for this year. However, the state is very far behind in payments to IDPH, and we probably won't receive all the funding in FY10.

Ms. Chapman shared that the recent PBIS Update Newsletter contained an article about "LEASE launches PBIS in LaSalle County".

Ms. Chapman shared a quick review of features on the L.E.A.S.E. Website.

Ms. Chapman reported that she received the preliminary audit report and we had "no findings". She noted that we had some deficit spending due to not receiving personnel reimbursement in the same year. She hopes to have the full audit report to present to the Committee at the October meeting.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Mrs. Burress

Motion seconded by Mr. Linnig

Action: Passed

Time of adjournment: 11:28 a.m.

Post Meeting Action

Date minutes approved: October 8, 2009

Date minutes were available for public inspection: October 8, 2009

Date minutes were posted on Alliance website: October 8, 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/August

Date: August 31, 2009

We ended the month with 35 student's enrolled at Circuit Breaker School.

We started the 2009 – 2010 school year at the LEASE Office with an in-service training on CPI and AIMS Testing.

We look forward to working with all the districts and providing the students with the best possible education. Thank you for your support.

Our goal is to continue with AIMS testing this year to assist our RTI Team.

CBS Monthly Statistic Report for AUGUST 2009

1. New students enrolled for the first time this month: 7
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>
<u>Boy</u>	<u>Serena Elem. #2</u>	<u>8/20/09</u>
<u>Boy</u>	<u>Ottawa H.S. #140</u>	<u>8/21/09</u>
<u>Boy</u>	<u>Ottawa H.S. #140</u>	<u>8/24/09</u>
<u>Girl</u>	<u>Ottawa H.S. #140</u>	<u>8/24/09</u>
<u>Boy</u>	<u>Ottawa Elem. #141</u>	<u>8/24/09</u>
<u>Boy</u>	<u>Ottawa Elem. #141</u>	<u>8/24/09</u>
<u>Boy</u>	<u>Marseilles Elem. #150</u>	<u>8/27/09</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>
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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
47		26		21		284		7.39%

Circuit Breaker School			Absence Report				
		August	2009				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	10	2	0	0	2	20.00%
2	2	8	1	0	0	1	12.50%
3	2	10	0	0	0	0	0.00%
4	9	10	0	0	6	0	0.00%
5	9	10	3	0	0	3	30.00%
6	40	10	0	0	10	0	0.00%
7	40	10	0	0	0	0	0.00%
8	40	10	0	0	0	0	0.00%
9	44	10	0	0	0	0	0.00%
10	44	10	0	0	0	0	0.00%
11	120	10	0	0	0	0	0.00%
12	120	10	1	0	0	1	10.00%
13	120	10	0	0	0	0	0.00%
14	122	10	1	0	0	1	10.00%
15	122	10	1	0	0	1	10.00%
16	122	10	1	0	0	1	10.00%
17	140	6	0	0	0	0	0.00%
18	140	7	0	0	0	0	0.00%
19	140	10	0	0	0	0	0.00%
20	140	6	1	0	0	1	16.67%
21	140	10	0	0	0	0	0.00%
22	141	6	0	0	0	0	0.00%
23	141	6	0	0	0	0	0.00%
24	141	10	0	0	0	0	0.00%
25	150	3	0	0	0	0	0.00%
26	150	10	0	0	0	0	0.00%
27	150	10	0	0	0	0	0.00%
28	150	10	1	0	0	1	10.00%
29	160	10	0	0	0	0	0.00%
30	160	10	0	0	0	0	0.00%
31	280	10	0	0	10	0	0.00%
32	280	10	3	4	0	7	70.00%
33	280	10	3	0	0	3	30.00%
34	535	10	0	1	0	1	10.00%
35	535	10	1	0	0	1	10.00%
	Totals	284	16	5	26	21	7.39%