

Lockport Area Special Education Cooperative  
Board of Directors Meeting  
1343 E. 7<sup>th</sup> Street  
Lockport, Illinois 60441

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## Open Meeting Minutes

<b>Date:</b> May 14, 2014	<b>Time:</b> 9:24a.m.
<b>Location:</b> LASEC Central Office Board Room	
<b>Type of meeting:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Reconvened or rescheduled <input type="checkbox"/> Emergency	
<b>Name of person taking the minutes:</b> Lisa Loveless	
<b>Name of person presiding:</b> Donna Gray, Chairman	
<b>Members in attendance:</b> 1. Chaney-Monge D88 –Arrived 10:01a.m. 2. Richland D88A 3. Fairmont D89 4. Taft D90 5. Lockport Elementary D91	<b>Members absent:</b> 1. District 89

## Approval of Items on Consent Agenda

<b>AGENDA ITEM:</b> #L1405-01 Approval of the April 8, 2014 Regular Board Meeting Minutes
<b>AGENDA ITEM:</b> #L1405-02 Approval of Employment – Non-Certified Personnel  Name: Stephanie Petkus Position: Individual Student Assistant Program: Int/JH Multi-Needs Terms: Hourly Rate: \$15.63 No. of Days: 41 Start Date: 4/7/2014
<b>AGENDA ITEM:</b> #L1405-03 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. April 2014 Treasurer's Report c. Approval of Bills for April 1 – April 30, 2014 in the amount of \$88,254.20 d. Tentative Approval to Pay Bills from June 1 – June 30, 2014 e. Imprest Fund Account f. Cash Receipts
<b>Summary of discussion:</b> Executive Director presented Consent Agenda Items for Board review and approval.
<b>Motion to approve the consent agenda made by:</b> 88A
<b>Motion:</b> That the LASEC Board of Directors accepts all items listed under Consent Agenda as presented by the Executive Director.
<b>Motion seconded by:</b> 90
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i>

<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Motion: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-04 Approval of LASEC FY15 Calendar</b>	
<b>Summary of discussion:</b> The Executive Director presented the FY15 LASEC calendar for review and approval.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the LASEC FY15 calendar with the exception of teaching staff that will follow the district calendar in which their program is housed as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-05 Approval of FY15 ESY Personnel</b>	
<b>Summary of discussion:</b> Executive Director presented the ESY 2015 Personnel Chart. The chart reflected the projected number of students by district who have been recommended for the Extended School Year Program along with assigned staff and their salaries. It is anticipated that approximately 80% of the students recommended will actually enroll and attend.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve the FY15 ESY personnel as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-06 Approval of FY15 Classroom Maintenance Agreements</b>	
<b>Summary of discussion:</b> Executive Director presented the FY15 Classroom Maintenance Agreements for Board approval.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That LASEC Board of Directors approve the 2014-15 Classroom Maintenance Agreement for Richland Grade School District 88A as recommended by the Executive Director.	
<b>Motion seconded by:</b> 91	
<b>“Yeas”</b>	<b>“Abstain”</b>
90, 91	88A
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	
<b>Motion made by:</b> 90	
<b>Motion:</b> That LASEC Board of Directors approve the 2014-15 Classroom Maintenance Agreement for Lockport Elementary School District 91 as recommended by the Executive Director.	

<b>Motion seconded by: 88A</b>	
<b>“Yeas”</b>	<b>“Abstain”</b>
88A, 90	91
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-07 Policy Manual Updates: 4:30; 5:10; 5:30; 5:125; 5:180; 5:190; 5:240; 7:70; 7:140; 7:190; 8:95 – Second Reading Approval &amp; Adoption</b>	
<b>Summary of discussion:</b> Executive Director presented the policy manual updates: 4:30; 5:10; 5:30; 5:125; 5:180; 5:190; 5:240; 7:70; 7:140; 7:190; 8:95 for second reading, approval and adoption.	
<b>Motion made by: 88A</b>	
<b>Motion:</b> That the LASEC Board of Directors approve and adopt policy manual updates: 4:30; 5:10; 5:30; 5:125; 5:180; 5:190; 5:240; 7:70; 7:140; 7:190; 8:95 as recommended by the Executive Director.	
<b>Motion seconded by: 90</b>	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-08 Approval of R&amp;G Two Year Contract Extension</b>	
<b>Summary of discussion:</b> Executive Director presented the two year Fee For Service contract extension with R&G Consultants for Board approval.	
<b>Motion made by: 88A</b>	
<b>Motion:</b> That the LASEC Board of Directors approve the two year contract extension with R&G Consultants beginning July 1, 2014 through June 30, 2016 at the current rate of 5% as recommended by the Executive Director.	
<b>Motion seconded by: 90</b>	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-09 Approval of LASEC Academy – Temporary Classroom Aide for the Remainder of the 2013-14 School Year</b>	
<b>Summary of discussion:</b> Executive Director presented a request from Larry Spencer, LASEC Program Administrator, addressing the need for an classroom aide for the LASEC Academy program. It was shared that the program had grown to 9 students and it is expected to increase to 10 students by May 12 <sup>th</sup> . Due to the growth, the program has experienced some challenges with student behavior with some of the new students requiring a tremendous amount of time to de-escalate. The program currently staffs a teacher and a social worker/behavior specialist. Additionally, there have been instances where both the teacher and social worker have worked without a duty free lunch; therefore, placing a classroom aide in this program for the remainder of the current school will benefit both students and staff.	
<b>Motion made by: 90</b>	
<b>Motion:</b> That the LASEC Board of Directors approve the temporary classroom aide for LASEC Academy during the remainder of the 2013-14 school as presented and as recommended by the Executive Director.	
<b>Motion seconded by: 88A</b>	

<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-10</b> Approval of Request to Increase Speech F.T.E. for the 2014-15 School Year	
<b>Summary of discussion:</b> The Executive Director presented a request from Kimberly McDonald, LASEC Program Administrator, addressing the need to increase speech services for the 2014-15 school year from a 2.5 to 3.2 F.T.E. The request is based on projected enrollment for the next school as speech service minutes have increased significantly with the LASEC Early Childhood programs. Increasing the speech F.T.E. will ensure the required services are provided as indicated on the students' IEP.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the request to increase Speech F.T.E. from 2.5 to 3.2 for the 2014-15 school year as presented and as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-11</b> Approval of Two Year IT Service Contract with Vista Learning	
<b>Summary of discussion:</b> The Executive Director presented two contracts submitted by Vista Learning that would provide LASEC with IT and email services for Board review and approval.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the two contracts with Vista Learning to provide IT and email services to LASEC in the amount of \$7,990.96 per year effective July 1, 2014 through June 30, 2016 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-12</b> Approval of Prevailing Wage Agreement	
<b>Summary of discussion:</b> The Executive Director presented the Prevailing Wage Agreement for Board review and approval.	
<b>Motion made by:</b> 91	
<b>Motion:</b> To Remove this item and to table for next month's meeting.	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b>	<b>“Nays”</b>
88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

## Informational Items:

### **AGENDA ITEM:** I1405-01 Budget Parameters

**Summary of:** Executive Director outlined key elements and assumptions, which will be utilized in the preparation of the FY14 budget. Special emphasis was made to the following: **Personnel Reimbursement:** funds from Personnel Reimbursement was not factored into the FY12, FY13 or FY14 school years due to the uncertainty of funding from the ISBE. However as distributions were received, the tuition figures were adjusted. It is recommended that the same scenario be implemented for the FY15 school year. **Health Insurance:** health insurance is expected to increase for FY15 by approximately 3% **Employer TRS THIS** has not been determined. Federal TRS contribution will increase from 28.05% to 35.41% but is subject to change.

### **AGENDA ITEM:** I1405-02 Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP – Legal Update

**Summary of:** Member districts were provided with a copy of memorandum concerning legal update addressed to the IAASE Executive Board from Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP dated April 23, 2014. Executive Director made a special emphasis on legal matter number two, relating to an incident in which a school principal did not report suspected child abuse in a timely manner and proceeded to conduct their own investigation prior to reporting.

### **AGENDA ITEM:** I1405-03 – Executive Director’s Report

**Summary of:** Member districts were provided with a copy of health history guidelines that were created by the District and LASEC nurses. The Executive Director opened up discussion for Dr. Early, D88A, to review his district’s requirement for all new students to have their medical information submitted at least one week prior to the start of the school year. Dr. Early noted that they realize there are exceptions to this practice depending on when the new student moved into the area, however by having this practice in place it assists with their nurse being able to have all the information confirmed and updated at the start of the school year. If the information is not received in that time frame the student would have the risk of not being able to start on the first day of school. Some questions and concerns were shared from the remaining member districts concerning the deadline as their nurses typically begin the school year with the first day of school and would most likely not be able to meet Richland’s deadline. Subsequent to further discussion districts will look into methods of having the information to Richland in the time they require. Executive Director stated that he will share these guidelines with the Special Education Coordinators at their upcoming meeting.

Executive Director shared that both 4<sup>th</sup> quarter and miscellaneous billing will be distributed within the next couple of weeks.

Executive Director reminded the member districts of their Timely and Meaningful Consultation with non-public schools and known home school parents must take place by Friday, May 31<sup>st</sup>. Additionally documentation of this must submitted by June 15th with copies submitted to LASEC.

Executive Director stated that the next LASEC Coordinators’ Meeting is scheduled for May 16<sup>th</sup>; should districts have any topics they wish to have included on the agenda to let him know.

Executive Director reminded member districts to submit their IDEA grant claims as soon as possible so that districts can receive their reimbursements within the school year.

Executive Director indicated that LASEC Teacher/Staff Institute Day is scheduled for Thursday, August 14<sup>th</sup> and will be held at Richland.

Executive Director distributed to each member district a copy of ISBE’s Early Intervention to Early Childhood Special Education Transition notice and requested if they receive a letter to please forward it directly to him at the LASEC office.

<b>Closed Session</b>	
<b>Summary of discussion:</b> The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative or legal counsel for the Cooperative, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Cooperative to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors adjourn to Closed Session.	
<b>Motion seconded by:</b> 88A	
<b>Closed Session Began:</b> 10:08a.m.	
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	
<i>(If a roll call vote occurred, record the vote of individual Board members.)</i>	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 90, 91	

<b>Return to Open Session:</b> 90
<b>Motion made by:</b> 88A
<b>Motion:</b> That the LASEC Board of Directors return to Open Session.
<b>Seconded by:</b> 10:23a.m.

<b>AGENDA ITEM:</b> #L1405-13 Approval of Administrative and Educational Support Personnel Salary Increases	
<b>Summary of discussion:</b> Subsequent to Closed Session it was determined to approve the Administrative and Educational Support Personnel Salary for FY15 by 2.75%	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the Administrative and Educational Support Personnel Salary at a 2.75% increase for FY15 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 91	90
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

**Announcements:** Next Board Meeting is Wednesday, June 11, 2014

**Approval of Motion to Adjourn**

<b>Motion to adjourn made by:</b> 90
<b>Motion seconded by:</b> 88A
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
<b>Time of adjournment:</b> 10:24a.m.

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Chairman, LASEC Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date