

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> April 16, 2015	<b>Time:</b> 9:06a.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 2. Richland D88A 3. Fairmont D89 4. Taft D90 5. Lockport Elementary D91	<b>Members absent:</b>

## Approval of Items on Consent Agenda

<b>AGENDA ITEM:</b> #L1504-01 Approval of the March 11, 2015 Regular Board Meeting Minutes
<b>AGENDA ITEM:</b> #L1504-02 Approval of the March 23, 2015 Special Board Meeting Minutes
<b>AGENDA ITEM:</b> #L1504-03 Acceptance of Resignation  <b>Name:</b> Monica Stampanato <b>Position:</b> Teacher Assistant <b>Program:</b> Int/JH Multi-Needs <b>Reason:</b> Retirement <b>Effective:</b> 8/31/2015
<b>AGENDA ITEM:</b> #L1504-04 Approval of Employment – Non-Certified Personnel  <b>Name:</b> Tempest Hourston <b>Position:</b> Individual Student Assistant <b>Program:</b> Communication Disorder <b>Terms:</b> Hourly Rate: \$11.07 Start Date: 3/9/2015
<b>AGENDA ITEM:</b> #L1504-05 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. March 2014 Treasurer's Report c. Approval of Bills for March 1 – March 31, 2014 in the amount of \$112,558.06 d. Tentative Approval to Pay Bills from April 1 – April 30, 2015 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> 90	
<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> 88A	
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i>	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Motion: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>Closed Session</b>	
<b>Summary of discussion:</b> Litigation, when an action against, affecting or on behalf of the particular Cooperative has been filed and is pending before a court or administrative tribunal, or when the Cooperative finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).	
<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> 9:09a.m.	
Action: <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> 88, 88A, 89, 90, 91	<b>“Nays”</b>

<b>Return to Open Session:</b> 88
<b>Motion made by:</b> 90
<b>Motion:</b> That the LASEC Board of Directors return to Open Session.
<b>Seconded by:</b> 9:43a.m.

Subsequent to Closed Session no action was taken at this time.

**AGENDA ITEM: #L1504-06 Closed Meeting Records Review & Destruction**

**Summary of discussion:** Executive Director recommended maintaining all written minutes as closed.

Executive Director recommends the destruction of the closed session recordings held on May 8, 2013, July 10, 2013, August 14, 2013 and September 11, 2013 that have been kept during the 18 month period.

**Motion made by:** 88A

**Motion:** That LASEC Board of Directors approve all written closed session minutes remain closed and approve the destruction of closed session recordings dated: May 8, 2013, July 10, 2013, August 14, 2013 and September 11, 2013 as recommended by the Executive Director.

**Motion seconded by:** 90

"Yeas"	"Nays"
88, 88A, 89, 90, 91	

Action:  Passed  Failed

**AGENDA ITEM: #L1504-07 Approval of Contract Addendum with Top Echelon for ESY OT**

**Summary of discussion:** Executive Director updated the Board by indicating MaryAnne Koscianiuk, LASEC OT, who is currently on a family medical leave of absence following the birth of her child, has opted not to work the LASEC ESY program this year, adding that MaryAnne has worked ESY in the prior years. It was also shared that based on her decision LASEC had posted the open OT position for ESY without success of acquiring a qualified individual. Therefore, Tom had been in contact with Top Echelon, an existing contract agency of LASEC, to assist in filling the OT position for ESY and presented the Board with terms of the contract addendum with Top Echelon who would provide OT services for the LASEC ESY program during the period of June 8<sup>th</sup> through July 15<sup>th</sup> for their review and approval.

**Motion made by:** 88

**Motion:** That LASEC Board of Directors approve the contract addendum with Top Echelon to provide ESY OT services effective 6/8/15 to 7/15/15 at the hourly rate of \$70.95 as recommended by the Executive Director.

**Motion seconded by:** 88A

"Yeas"	"Nays"
88, 88A, 89, 90, 91	

Action:  Passed  Failed

<b>AGENDA ITEM: #L1504-08 Approval to Hire an Additional Teacher Position for Multi-Needs Program for the 2015-16 School Year</b>	
<b>Summary of discussion:</b> Executive Director stated that at last month's meeting the Board requested this item be tabled to the April meeting. As a follow-up to that meeting additional information was shared with the Board supporting the need to hire an additional teaching position for the Multi-Needs program for the start of the 2015-16 school year. After further discussion, member districts were in the majority of opinion that hiring of the teacher position could proceed.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That LASEC Board of Directors approve to hire an additional teacher position for the Multi-Needs program for the 2015-16 school year as recommended by the Executive Director.	
<b>Motion seconded by:</b> 89	
<b>"Yeas"</b>	<b>"Nays"</b>
88A, 89, 90, 91	88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1504-09 Approval to Hire an Additional Paraprofessional Position for Multi-Needs Program for the 2015-16 School Year</b>	
<b>Summary of discussion:</b> Executive Director referenced the previous action item where the Board granted approval to hire an additional teacher position for the 2015-16 school year based on enrollment of the Multi-Needs program in which he further addressed that a paraprofessional would be needed for the additional classroom. Following a brief discussion by the Board, permission was granted to hire an additional paraprofessional for the next school year, however, the Board wanted to amend the motion to include language stating that the hiring of an additional paraprofessional position would be based upon class size and the school code rules that dictated the need.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That LASEC Board of Directors approve to hire an additional paraprofessional position for the Multi-Needs program during the 2015-16 school year to be based upon enrollment numbers affecting classroom size when the state's legal mandate dictates the requirement, as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1504-10 Approval of Monetary Donation – HI Advocacy Event</b>	
<b>Summary of discussion:</b> The Executive Director presented a monetary donation in the amount of \$500 submitted by CITGO to be applied towards the HI Advocacy Event scheduled for April 14, 2014.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the monetary donation from CITGO in the amount of \$500 to be applied towards the HI Advocacy Event as recommended by the Executive Director.	
<b>Motion seconded by:</b> 89	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1504-11 Approval of Transportation Contract</b>	
<b>Summary of discussion:</b> Executive Director distributed results of the proposals received from the latest bid process; it was noted that at last month's Board meeting, member districts voted to reject all bid proposals presented and advised the Executive Director to re-open the bid process.	
Mr. Dan O'Brien and Mr. Brian Schuldberg, of Illinois Central School Bus, were in attendance during this month's meeting. The Executive Director shared they received a total of two bid proposals and that he and Stephanie Croix, Director of Business Services LTHS D205, compiled data of the proposals received and were able to determine that Grand Prairie Transit resulted in being the lowest bidder. Following review and discussion by the LASEC Board they were of mutual agreement by stating that due to LTHS D205 having a 63% majority interest of the transportation contract, and without having a representative from LTHS D205 present at today's meeting to know how LTHS D205 Board would vote, it was the LASEC's Board decision to delay awarding the contract until LTHS D205 Board of Education had a chance to vote as to which transportation company they would agree in awarding the contract. Additionally, the LASEC Board of Directors were in agreement that upon knowing the action taken by LTHS D205 Board, they would take the appropriate action in awarding the transportation contract and it would take place during the next appropriate meeting.	
<b>Motion made by:</b> 90	
<b>Motion:</b> Table approval of the transportation contract to the next appropriate Board meeting as recommended by the Chairman of the Board.	
<b>Motion seconded by:</b> 89	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

**Informational Items:**

<b>AGENDA ITEM: I1504-01 CLIC Executive Committee Meeting Minutes: February 19, 2015 &amp; March 19, 2015</b>
<b>Summary of:</b> Member districts were provided with a copy of the CLIC Executive Committee Meeting Minutes for both February 19 <sup>th</sup> and March 19 <sup>th</sup> meetings.

<b>AGENDA ITEM: I1504-02 2014-2015 Parent Needs Assessments</b>
<b>Summary of:</b> Executive Director provided member districts with a copy of the results from the 2014-2015 Parent Needs Assessment survey; results will assist in planning future seminars for parents to attend.

<b>AGENDA ITEM: I1504-04 – Executive Director's Report</b>
<b>Summary of:</b> Executive Director provided member districts with a handout regarding special education medical review training required for registered nurses working in school districts. The web-based course is for RNs only and will provide the training they require in order for them to complete their district's health history reports for students receiving special education services, otherwise districts having a school nurse without having the approved endorsements/training will require to be overseen by a registered nurse. It was mentioned that courses are limited and do fill up quickly.

Executive Director reminded the member districts that those who have not submitted their IDEA grant claim recently to do so as this will ensure timely processing of payments. It was also shared that any districts having to amend their grant to let him know as soon as possible.

Member districts were provided with a copy of their district ISBE 2013-2014 Profile of Special Education Data.

Executive Director shared that the Lockport Area Benefit Plan held their first renewal meeting on April 15, 2015. At this meeting it is projected that costs related to the medical plan will increase approximately 5.5%, however this projection is prior to Forest Financial finalizing negotiations with Blue Cross Blue Shield. Projections at this time also indicate costs related to the dental coverage and vision and life plans will remain the same; however final information will be provided next month following the final renewal meeting.

**Announcements:** Next Board Meeting is Wednesday, May 13, 2015

**Approval of Motion to Adjourn**

**Motion to adjourn made by:** 90

**Motion seconded by:** 89

**Action:**  Passed  Failed

**Time of adjournment:** 10:26a.m.