

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

Open Meeting Minutes

Date: August 15, 2011	Time: 8:40a.m.
Location: LASEC Central Office Board Room	
Type of meeting: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Reconvened or rescheduled <input type="checkbox"/> Emergency	
Name of person taking the minutes: Lisa Loveless	
Name of person presiding: Donna Gray, Chairman	
Members in attendance: 1. Chaney-Monge D88 2. Richland D88A 3. Taft D90 4. Lockport Elementary D91	Members absent: 1. Fairmont D89

Approval of Items on Consent Agenda

AGENDA ITEM: #L1108-01	Approval of Minutes of the July 13, 2011 Regular Board Meeting
AGENDA ITEM: #L1108-02	Approval of Minutes of the July 13, 2011 Closed Session Board Meeting
AGENDA ITEM: #L1108-03	Approval of Employment – Certified Personnel
Name: Danetta Turturillo Position: Teacher Program: Early Childhood Terms: Annual Salary: \$45,167 No. of Days: 90.5 Start Date: 8/17/2011	
Name: Alexandria Salansky Position: Social Worker Program: Early Childhood, Primary Multi-Needs, Play-Based Terms: Annual Salary: \$41,727 No. of Days: 181 Start Date: 8/17/2011	

AGENDA ITEM: #L1108-04 Approval of Employment – Non-Certified Personnel

Name: Kathryn Cracco
Position: Individual Student Assistant
Program: Primary Multi-Needs
Terms: **Hourly Rate:** \$11.01
No. of Days: 181
Start Date: 8/17/2011

- AGENDA ITEM: #L1108-05** Acceptance of Financial Report
- a. Monthly Revenue and Expenditure Report
 - b. July 2011 Treasurer’s Report
 - c. Approval of Bills for July 1 – July 31, 2011 in the amount of \$97,011.41
 - d. Tentative Approval to Pay Bills from Sept 1 – Sept 30, 2011
 - e. Imprest Fund Account
 - f. Cash Receipts

Summary of discussion: Executive Director presented Consent Agenda Items for Board review and approval.

Motion to approve the consent agenda made by: 88A

Motion: That the LASEC Board of Directors accepts all items listed under Consent Agenda as presented by the Executive Director.

Motion seconded by: 88

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

“Yeas”	“Nays”
88, 88A, 90, 91	

Action: Passed Failed

AGENDA ITEM: #L1108-06 Approval of Additional Classroom Maintenance Agreement

Summary of discussion: Executive Director presented an additional Classroom Maintenance Agreement for Richland Grade School D88A to house a half day EC class as well as an additional CD classroom for the 2011-12 school year.

Motion made by: 90

Motion: That the LASEC Board of Directors approve the Classroom Lease Agreement with Richland Grade School D88A for the 2011-12 school year as recommended by the Executive Director.

Motion seconded by: 88

“Yeas”	“Abstained”
88, 90 91	88A

Action: Passed Failed

AGENDA ITEM: #L1108-07 Ratification of the FY12 Budget	
Summary of discussion: The Executive Director presented the FY12 budget to the Board for ratification.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors ratify the FY12 Budget as recommended by the Executive Director.	
Motion seconded by:	
“Yeas”	“Nays”
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1108-08 Approval of Temporary Business Office Consultant	
Summary of discussion: Executive Director presented a contract with Pam Sass to perform some of the LASEC Business Office functions while the Assistant Business Manager is out on FMLA.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the contract with Pam Sass to provide temporary business office consulting services for the LASEC Central Office as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas”	“Nays”
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1108-09 Approval of Lunch Program Intergovernmental Cooperative Agreement Between Richland Grade School D88A and Lockport Elementary School D91	
Summary of discussion: Executive Director presented the FY12 Intergovernmental Cooperative Agreement regarding the Free and Reduced Lunch Program for approval.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the Lunch Program Intergovernmental Cooperative Agreement between Richland Grade School D88A and Lockport Elementary School D91 as recommended by the Executive Director.	
Motion seconded by: 88	
“Yeas”	“Nays”
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Informational Items:

AGENDA ITEM: I1108-01 – IL Department of Healthcare and Family Services: “FY10 A133 Management Decision Letter”

Summary of discussion: Member districts were provided with a copy of the FY10 A133 Management Decision Letter from Illinois Department of Healthcare and Family Services. The correspondence indicated that the agency had completed their review of the OMB Circular A-133 Audit Report for the period of July 1, 2009 through June 30, 2010 and based upon their review of the audit performed by Wermer, Rogers, Doran & Ruzon, LLC has met HFS requirements.

AGENDA ITEM: I1108-02 – TSA Consulting Group: “Welcome and Information Regarding Acquisition of Great American Plan Administrators, Inc.”

Summary of discussion: Member districts were provided with a copy of correspondence from TSA Consulting Group regarding the acquisition of Great American Plan Administrators, Inc. who was the third party administrator for LASEC’s 403(b) plan. A timeline regarding full transition of the plan was also provided in the correspondence.

AGENDA ITEM: I1108-03 – Policy Manual Updates First Reading: 2:10; 3:10; 3:70; 5:125

Summary of discussion: Executive Director presented policy manual updates for the first reading and review.

AGENDA ITEM: I1108-04 – CLIC Correspondence

Summary of discussion: Member districts were provided with a copy of correspondence from CLIC regarding the review of the various loss fund accounts and the refunding surplus to the membership following partial closeout of 2006/07 claiming years. It was reported the CLIC Executive Committee approved the partial return of surplus in the amount of \$500,000 in which funds will be returned to those districts that were members of the Cooperative in 2006/2007 and who are in good standing as of July 1, 2011. It is yet to be determined the amount that LASEC will be receiving.

AGENDA ITEM: I1108-05 – LASEC Staff Institute Day Agenda

Summary of discussion: Member districts were provided with a copy of the LASEC Staff Institute Day scheduled for August 17, 2011. Executive Director shared that Richland Grade School was gracious again this year to allow LASEC use of their facility to host the event.

AGENDA ITEM: I1108-06 – Executive Director’s Report

Summary of discussion: Executive Director shared it was anticipated the MOE claim be completed and submitted to the ISBE. However in his update on the status of MOE he indicated that due to the amount of information being reported, more time was required and is expected to be submitted to the ISBE by the next Board meeting.

Executive Director indicated LASEC received final approval of the Part B Preschool grant.

Executive Director shared that Datamation completed its process with digitizing the LASEC board packets. The filing of the *Records Disposal Certificate* with the State to dispose of archived records will be submitted.

Executive Director stated that he had been in contact with Brendan Wilson, President of Chicago Web Design to discuss the creation of a LASEC website. Tom shared that he has worked with this individual in the past in the development of IASE website and is familiar with the quality of work. Additionally, in his conversation with Russell Zimny, ZLan Systems, regarding the project, Russell shared he is acquainted with Brendan Wilson and his company and is recommends his services.

Executive Director mentioned the Wermer, Rogers, Doran & Ruzon, auditors for LASEC, were in the week of August 1st conducting the yearly audit for LASEC. Their preliminary reports reflect that LASEC is in good standings and an unofficial report will be provided in the near future.

Executive Director shared that several LASEC administrators, Sue Bruce from D88 and himself attended the Annual Special Education Directors' Conference held in Peoria. Provided was a copy the summary sheet of the IAASE Board Meeting held on July 20, 2011.

Executive Director indicated that as part of the ARRA Grant dollars, the LASEC Central Office had some computer and technical updated performed during the summer that included upgrading to MS Office 2010 and adding wireless capabilities to the Central Office.

Closed Session	
Summary of discussion: 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.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors adjourn to Closed Session.	
Motion seconded by: 88	
Closed Session Began: 9:26a.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>	
“Yeas”	“Nays”
88, 88A, 90, 91	

Return to Open Session: 9:49a.m.
Motion made by: 88A
Motion: That the LASEC Board of Directors return to Open Session.
Seconded by: 88

Subsequent to discussion the following action took place:

AGENDA ITEM: #L1108-10 Approval of Executive Office Consultant	
Motion made by:	
Motion: No Action Taken	
Motion seconded by:	
“Yeas”	“Nays”
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Announcements: Next Board Meeting is Wednesday, September 14, 2011 at 9:15a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 88A
Motion seconded by: 88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 9:53a.m.