

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> January 14, 2015	<b>Time:</b> 9:36a.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. Fairmont D89 3. Richland D88A 4. Taft D90 5. Lockport Elementary D91	<b>Members absent:</b>

## Approval of Items on Consent Agenda

<b>AGENDA ITEM:</b> #L1501-01 Approval of the December 10, 2014 Regular Board Meeting Minutes
<b>AGENDA ITEM:</b> #L1501-02 Approval of Employment – Non-Certified Personnel  <b>Name:</b> Janet Ryan <b>Position:</b> Individual Student Assistant <b>Program:</b> Early Childhood <b>Terms:</b> Part-Time <b>Hourly Rate:</b> \$16.06 <b>No. of Days:</b> 95 <b>Start Date:</b> 1/5/2015
<b>AGENDA ITEM:</b> #L1501-03 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. December 2014 Treasurer's Report c. Approval of Bills for Dec. 1 – Dec. 31, 2015 in the amount of \$72,021.04 d. Tentative Approval to Pay Bills from Feb. 1–Feb. 28, 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 recommended 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>AGENDA ITEM: #L1501-04</b> Policy Manual Updates: 2:140; 2:140-E; 4:45; 5:10; 5:185; 5:220; 5:250; 6:20; 7:270 – Second Reading Approval & Adoption	
<b>Summary of discussion:</b> Executive Director presented the policy manual updates: 2:140; 2:140-E; 4:45; 5:10; 5:185; 5:220; 5:250; 6:20; 7:270 for second reading, approval and adoption.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve and adopt policy manual updates 2:140; 2:140-E; 4:45; 5:10; 5:185; 5:220; 5:250; 6:20; 7:270 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1501-05</b> Approval of Additional Legal Counsel – Engler, Baasten & Sruga	
<b>Summary of discussion:</b> Executive Director shared that Terri Engler, formerly of Sruga Hauser has started a new law firm and would like to include that firm to LASEC’s existing list of approved legal counsel.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve to employ Engler, Baasten, & Sruga as additional legal counsel for LASEC as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1501-06</b> Approval of Agency Contract with OnWard Healthcare for OT Services to Cover Maternity Leave	
<b>Summary of discussion:</b> Executive Director presented a contract with OnWard Healthcare who would provide OT services to cover a maternity leave of absence for Mary Anne Koscianiuk to begin approximately on January 21, 2015.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve to the agency contract with OnWard Healthcare to provide OT services at the rate of \$66.00 per hour during the period of January 14, 2015 through April 12, 2015 to cover a maternity leave as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM:</b> #L1501-07 Approval of Contract – 176 West Banquets Facility	
<b>Summary of discussion:</b> Executive Director presented a contract facility contract with 176 West Banquets to host the Thirteenth Annual Deaf/Hard of Hearing Advocacy Event scheduled for April 14, 2015.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve to the contract with 176 West Banquets Facility for the approximate amount of \$3,200 with hosting the Hearing Advocacy Annual Event – April 14, 2015 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	

**Informational Items:**

<b>AGENDA ITEM:</b> I1501-01 Annual Deaf/Hard of Hearing Advocate of the Year 2015
<b>Summary of:</b> Member districts were provided a flyer announcing the Thirteenth Annual Deaf/Hard of Hearing Advocacy Event scheduled for April 14, 2015 between the hours of 10:00a.m. to 1:00p.m. The event will be held at the 176 West Banquets Facility in Joliet; registration is free for those sponsoring Co-ops and Districts, otherwise the cost is \$25.00 for students, parents and teachers from non-sponsoring districts.

<b>AGENDA ITEM:</b> I1501-02 Letter Requesting a Waiver From Participation in the Mandatory Breakfast Program
<b>Summary of:</b> Member districts were provided with a copy of correspondence to Mr. Shawn Walsh of the Will County Regional Office of Education dated January 15, 2015. This correspondence is a formal submission of LASEC’s request for a waiver from participating in the mandatory Breakfast Program for the 2015-16 school year.

<b>AGENDA ITEM:</b> I1501-03 – Executive Director’s Report
<b>Summary of:</b> Executive Director shared that the IDEA Excess Cost Sheet Workgroup Meeting is scheduled for Thursday, January 22 <sup>nd</sup> to be held in the LASEC Board Room beginning at 8:30a.m. Individuals who have been designated for processing their district’s IDEA Excess Cost Sheets will want to attend this important meeting. Tom indicated that it will be a working meeting and urged member districts to share with their designated person that they bring their laptops and as much or all of their supporting documents when they attend. Tom stated that this type of meeting will allow him to review the reporting process and to answer questions they may have while working on their cost sheets. Additionally, during the meeting he will provide to each of them their district’s data they need to get from him that is required in their reporting to ensure their cost sheets will be considered completed on time by the state. Member districts were reminded the IDEA Excess Cost Sheets are due to the state by the end of January.
Member districts were provided with a copy the <i>2014-2015 Tentative Plan for Pilot Evaluation Progress with the Growth Model Component</i> . The document is monthly timeline created by Mrs. Kimberly McDonald, Program and Staff Development Coordinator, to reflect the progress with preparing the pilot to be used during the 2015-16 school year. Executive Director shared that an evaluation committee meets during the course of the school year to review and discuss concerns regarding components of the evaluation tool. An area of concern is to make sure teachers have a full understanding of Student Learning Objectives (SLO) as the component is a very involved piece with designing and implementing an SLO process. Additionally, it was shared that on the next scheduled

Institute Day at both Lockport Elementary D91 and Richland Grade School D88A, LASEC will provide a staff development for the LASEC teachers on the topic of SLO's to help provide a better understanding and the benefits of using them. A brief discussion ensued by a couple of the member districts; it was mentioned they will be hosting a workshop for their teachers in which they shared with Tom the name of a presenter who they highly recommend to present to the LASEC teachers if interested and if available.

Executive Director reported that he and Stephanie Croix LTHS D205, have been working together putting together the transportation RFP packet and will be mailed in the upcoming week to several bus companies in the surrounding area. A legal notice will be posted in the local newspaper; companies who are interested will also have the option of stopping by the LASEC office to pick up a packet. The scheduled date for bids to be received is set for February 4, 2015 with the bid opening date scheduled for February 26<sup>th</sup>. It was also shared, at this time and depending on the responses received and the time in preparing the transportation analysis, the board could be presented with the results and recommendation early as March possibly April for their review and approval.

**Announcements:** Next Board Meeting is Wednesday, February 11, 2015 at 9:00a.m.

**Approval of Motion to Adjourn**

<b>Motion to adjourn made by:</b> 90
<b>Motion seconded by:</b> 88
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
<b>Time of adjournment:</b> 9:54a.m.