

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

## Open Meeting Minutes

<b>Date:</b> July 8, 2015	<b>Time:</b> 9:08a.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. Lockport Elementary D91	<b>Members absent:</b> Taft D90

## Approval of Items on Consent Agenda

<b>AGENDA ITEM:</b> #L1507-01 Approval of the June 10, 2015 Regular Board Meeting Minutes	
<b>AGENDA ITEM:</b> #L1507-02 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. June 2014 Treasurer's Report c. Approval of Bills for June 1 – June 31, 2015 in the amount of \$ d. Tentative Approval to Pay Bills from July 1 – July 31, 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> 88A	
<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> 88	
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i>	
<b>"Yeas"</b>  88, 88A, 89, 91	<b>"Nays"</b>
<b>Motion:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1507-03 Approval of FY16 Budget for Display</b>	
<b>Summary of discussion:</b> Executive Director presented the FY16 Budget for review and approval for display.	
<b>Motion made by:</b> 88	
<b>Motion:</b> That the LASEC Board of Directors approve the FY16 Budget for display as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1405-04 Policy Manual Updates: 2:250; 3:40; 3:50; 4:45; 5:40; 5:120; 5:180; 5:270; 5:290; 5:330; 6:40 – Second Reading Approval &amp; Adoption</b>	
<b>Summary of discussion:</b> Executive Director presented the policy manual updates for the 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 2:250; 3:40; 3:50; 4:45; 5:40; 5:120; 5:180; 5:270; 5:290; 5:330; 6:40 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1507-05 Approval of Reorganizational Structure</b>	
<b>Summary of discussion:</b> Executive Director presented the Reorganizational Structure for Board review. Tom directed attention to the current rate LASEC is paying for classroom maintenance agreements; stating that the current rate of \$6,000 per classroom was established in 2006 when LASEC began leasing classrooms. Additionally, he provided members districts with survey results on what other cooperatives are currently being charged by districts for classroom space (from \$5,500 up to \$16,000). It was also mentioned that the costs of maintaining the classrooms had increased significantly since 2006. It was mentioned by member districts, who are currently leasing space to LASEC, that their districts have been experiencing additional out-of-pocket expenses in regards to copy paper and copy machine usage. Executive Director suggested the rate of \$10,000 with the increase to span over a 3 year period; FY16 \$8,000; FY17 \$9,000; FY18 \$10,000. Subsequent to discussion and based on information provided, member districts were in favor with increasing the classroom lease rate as recommended; the first increase is scheduled to occur starting the FY16 school year at the rate of \$8,000.	
<b>Motion made by:</b> 88	
<b>Motion:</b> That LASEC Board of Directors approve the Reorganizational Structure as presented and as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 89,91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1507-06 Approval of 2015-16 Classroom Lease Agreements</b>	
<b>Summary of discussion:</b> Executive Director presented the 2015-2016 classroom lease agreements for approval. LASEC programs will be housed at Lockport Elementary D91 and Richland Grade School D88A. Per the Board's action taken in the preceding action item, the rate for FY16 will be \$8,000 per classroom.	
<b>Motion made by: 88</b>	
<b>Motion:</b> That LASEC Board of Directors approve the 2015-16 Classroom Lease Agreements for Richland Grade School District 88A and Lockport Elementary School District 91 as recommended by the Executive Director.	
<b>Motion seconded by: 91</b>	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1507-07 Approval of the Three Year Computer Lease Agreement with American Capital Financial Services, Inc.</b>	
<b>Summary of discussion:</b> Executive Director presented a three year computer lease agreement with American Capital Financial Services for review and approval. Executive Director stated leasing vs purchasing computers will prove beneficial to LASEC and its programs as staff and students will be able to maintain current with technology.	
<b>Motion made by: 88A</b>	
<b>Motion:</b> That LASEC Board of Directors approve the three year computer lease agreement with American Capital Financial Services, Inc. at the rate of \$7,600 per year for 31 computers to be utilized with the LASEC programs, as recommended by the Executive Director.	
<b>Motion seconded by: 88</b>	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1507-08 Approval of Sertoma Speech and Hearing Centers Audiological Services Contract Effective July 1, 2015 to June 30, 2017</b>	
<b>Summary of discussion:</b> Executive Director presented a two year contract with Sertoma Speech and Hearing Centers for audiological services for review and approval.	
<b>Motion made by: 91</b>	
<b>Motion:</b> That the LASEC Board of Directors approve the contract with Sertoma Speech and Hearing Center for audiology services for the period of July 1, 2015 through June 30, 2016. July 1, 2015 – June 30, 2016 Sertoma will provide 15 audiological service hours to LASEC students. LASEC agrees to pay for 7 hours at the rate of \$127.50 per hour or \$892.50. July 1, 2016 through June 30, 2017 Sertoma will provide 15 audiological service hours to LASEC students. LASEC agrees to pay for 7 hours at the rate of \$127.50 per hour or \$892.50 as recommended by the Executive Director.	
<b>Motion seconded by: 89</b>	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

**Informational Items:**

**AGENDA ITEM: I1405-01 – Executive Director’s Report**

**Summary of:** Executive Director provided an update regarding the Illinois Central School Bus billing. At the Board’s request, Tom asked Illinois Central Bus to contract with the auditing firm, Gassensmith, to conduct an independent audit of their billing. It had been determined, during the transportation bid process that Illinois Central School Bus realized they had (allegedly) both under and overcharged LASEC member districts for transportation services. In a recent conversation with LASEC’s auditor, John Michalesko, from the Gassensmith office, Tom was informed the process has been very challenging, with Illinois Central School Bus either taking a long time to provide information, or not being able to provide information in a format that the auditing firm needed in order to conduct their audit. The LASEC board discussed this information and then requested the Executive Director consult with Scott Nemanich of Hinshaw & Culbertson for his thoughts on this matter, and for legal advice, should it be necessary.

Executive Director reminded the member districts that their FY15 Excess Cost and Private Facility claims need to be submitted to LASEC by no later than August 10<sup>th</sup>.

Executive Director acknowledged all member districts for submitting their IDEA subgrants by the June 30<sup>th</sup> deadline, indicating an update will be provided as soon as carryover money and final dollars are calculated.

Executive Director stated that the ISBE Special Education Directors’ Conference will be held in Springfield from August 5<sup>th</sup> through the 7<sup>th</sup>; the IAASE Board Meeting is scheduled for August 5<sup>th</sup> in which he will be attending.

Executive Director shared he will be on vacation during the period of July 13<sup>th</sup> through July 20<sup>th</sup> and again July 27<sup>th</sup> through August 3<sup>rd</sup>.

**Announcements:** Next Board Meeting is Wednesday, August 12, 2015 at 9:00a.m.

**Approval of Motion to Adjourn**

<b>Motion to adjourn made by:</b> 88A
<b>Motion seconded by:</b> 88
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
<b>Time of adjournment:</b> 9:49a.m.