

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

Open Meeting Minutes

Date: June 19, 2013	Time: 9:06a.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. Fairmont D89 4. Taft D90 5. Lockport Elementary D91	Members absent:

Presentation:

Kimberly McDonald, Program & Staff Development Coordinator - *“Report on Student Progress Assessment – Progress Monitoring System for LASEC Program FY14”*

Kimberly McDonald presented how LASEC currently handles progress monitoring of student goals. They are using the progress monitoring system, AIMS Web; while AIMS Web may be a great system to use some programs and students, it is not a system that has worked best for all of LASEC programs and students. However, certain AIMS Web components have been adapted to use in CD, MN and LASEC Academy programs but it is not developmentally appropriate for EC.

Research was conducted into a more comprehensive progress monitoring system that can be implemented across all LASEC programs (with the exception of LASEC Academy for they will continue to use AIMS Web as they are at a higher level), and one that will be compatible with the current teacher evaluation tool as student progress and goals are tied to the teacher evaluation. The Brigance is a monitoring system that will be most versatile for LASEC; benefits include inventory of early development III; comprehensive inventory of basic skills II; strong alliance to state and common core standards; on-line management tool available to track student progress and generate usable reports; developmental ages range from birth to 7 years, (LASEC could have as young as 11 months); grades pre-K to 9 skill levels; skill areas include physical development, language development, literacy, math and science, daily living and social emotional development; reading/English language arts and math. LASEC programs that would benefit the most from this monitoring system would be Early Childhood, Primary Multi-Needs, Communication Disorder, Int/JH Multi-Needs.

It was shared that if LASEC should decide to implement this monitoring system beginning with the 2013-2014 school year, the estimated start-up cost would be \$4,000 with an

annual cost of approximately \$8 per student. Following a brief Q&A, the member districts were in an agreement that this type of monitoring system would be beneficial to the LASEC students and programs while being cost effective. Additional information will be presented at a future meeting.

Approval of Items on Consent Agenda

AGENDA ITEM: #L1306-01 Approval of the May 8, 2013 Regular Board Meeting Minutes

AGENDA ITEM: #L1306-02 Approval of May 8, 2013 Closed Board Meeting Minutes

AGENDA ITEM: #L1306-03 Acceptance of Financial Report

- a. Monthly Revenue and Expenditure Report
- b. May 2013 Treasurer’s Report
- c. Approval of Bills for May 1 – May 31, 2013 in the amount of \$40,185.73
- d. Tentative Approval to Pay Bills from July 1 – Jul 31, 2013
- e. Imprest Fund Account
- f. Cash Receipts

Summary of discussion: Executive Director presented Consent Agenda Items for Board review and approval. It was shared that currently LASEC has been maintaining a balance of \$2.2 million in the General Fund account. The LASEC By-Laws recommend that LASEC maintain a fund balance of \$2 million to cover six months’ worth of operating expenses. The Executive Director was seeking direction from the Board as how the overage can be applied. Following a brief discussion, it was agreed that this matter and the options be discussed during the July 10th Board Meeting.

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: 90

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

“Yeas”	“Nays”
88, 88A, 89, 90, 91	

Motion: Passed Failed

AGENDA ITEM: #L1306-04 Approval Prevailing Rate of Wages Agreement

Summary of discussion: Executive Director presented the Prevailing Rate of Wages Agreement for FY14 for review and approval.

Motion made by: 88A

Motion: That the LASEC Board of Directors approve the Prevailing Rate of Wages Agreement for the 2013-14 school year as recommended by the Executive Director.

Motion seconded by: 90

“Yeas”	“Nays”
88, 88A, 89, 90, 91	

Action: Passed Failed

AGENDA ITEM: #L1306-05 Approval of Reorganizational Structure	
Summary of discussion Member districts were provided with a copy of the Reorganizational Structure for FY14. Following review and discussion the following was agreed upon: Mrs. Donna Gray, D91–Chair; Dr. Mike Early, D88A–Vice-Chair; Lisa Loveless, LASEC–Recording Secretary. Tom Brim, Executive Director-Treasurer. Chaney-Monge D88-Administrative District. In addition, Sraga Hauser was included as an additional legal counsel.	
Motion made by: 90	
Motion: That the LASEC Board Directors approve the Reorganizational Structure as presented and as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas”	“Abstain”
88, 89, 90	88A, 91
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-06 Approval of LASEC FY14 Staff Salaries	
Summary of discussion: Member districts were provided with a copy of the FY14 Salary Sheet for Administrators and Educational Support Personnel for review and approval. It was shared this information is being provided as a follow-up to last month’s closed session meeting regarding FY14 pay increases.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the FY 14 LASEC staff salaries as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas”	“Nays”
88A, 89, 90, 91	88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-07 Approval of CLIC Renewal	
Summary of discussion: Executive Director presented the CLIC insurance coverage for Workers’ Compensation and Property/Casualty Programs for FY14. It was shared that the total premium cost for Property/Casualty incurred an increase from FY13 of \$733 reflecting a premium cost of \$16,737 for FY14; however Worker’s Compensation program experienced a decrease of \$731 for a total premium cost of \$12,610 for FY14.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve FY14 CLIC Insurance coverage for property/casualty as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas”	“Nays”
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-08 Approval of FY14 Lockport Area Benefit Plan	
Summary of discussion: Executive Director provided the Board with a copy of the Lockport Area Benefit Plan - Premium Projection Analysis reflecting renewal rates for medical and dental for FY14. While there was slight increase in medical, up to 7.61% in FY14 from 7.59% in FY13; dental did not incur any increase for FY14 which resulted in a combined increase of .02% from FY13.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the FY14 Lockport Area Benefit Plan premiums as presented and as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas”	“Abstain”
88, 88A, 89, 91	90
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-09 Approval of FY14 ZLan Partners ZVision Management Service Proposal	
Summary of discussion: Executive Director presented the ZVision Management Service proposal submitted by ZLan Partners for FY14 for review and approval.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the FY14 ZLan Partners ZVision Management Service Proposal as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas”	“Nays”
88, 88A, 89, 91	90
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-10 Approval of FY14 Sertoma Speech and Hearing Contract For Audiological Services	
Summary of discussion: Executive Director presented the two year audiological contract with Sertoma Speech and Hearing Center effective July 1, 2013 through June 30, 2015 for review and approval.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the two year contract with Sertoma Speech and Hearing Center in providing 25 audiological service hours to LASEC and LTSH D205 effective July 1, 2013 to June 30, 2015 at the cost of \$125 per hour or \$3,125 for both FY14 and FY15 as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas”	“Nays”
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-11 Approval of FY14 IDEA Allocations	
Summary of discussion: Executive Director presented the FY14 IDEA Allocations for their review and approval. It was shared that that enrollment numbers increased from last year, therefore the per student amount resulted in a decrease from \$392 in FY13 to \$362 for FY14. Funds retained by LASEC will offset the operating costs of the administrative office and professional development for LASEC and for its member districts. Additionally, it was shared that FY14 will have more professional development opportunities than in FY13 in which member districts were encouraged to submit their suggestions to any specific areas they would like to have included as professional development during the upcoming school year. Following a brief discussion member districts agreed that professional development addressing LRE and co-teaching with general education and special education teachers would be an important topic and very beneficial to both LASEC and member district staff.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the usage of FY14 IDEA Funds in the amount of \$362 per student for Administrative costs and for LASEC to continue to develop/coordinate the personnel development needs for LASEC and its member districts as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-12 Approval of LASEC Office Usage Agreement LTHS D205	
Summary of discussion: Executive Director presented the LASEC Office Usage Agreement with LTHS D205 for the 2013-14 school year.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the LASEC Office Usage Agreement with LTHS 204 for the FY14 school year as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-13 Approval of Recalls from Reduction-In-Force and Honorable Dismissal of Educational Support Personnel, Effective End of The School Term	
Summary of discussion: Executive Director presented the Recalls From Reduction-In-Force and Honorable Dismissal of Educational Support Personnel, Effective End of The School Term .	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the Recalls From Reduction-In-Force and Honorable Dismissal of Educational Support Personnel Effective End of School Term as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-14 Approval of Recalls From Reduction-In-Force and Honorable Dismissal of Tenured Personnel	
Summary of discussion: Executive Director presented the Recalls From Reduction-In-Force and Honorable Dismissal of Tenured Personnel	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the Recalls From Reduction-In-Force and Honorable Dismissal of Tenured Personnel as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-15 Approval of Recall From Non-Renewal of Part-Time Speech Pathologists	
Summary of discussion: Executive Director presented the Recall From Non-Renewal of Part-Time Speech Pathologists.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the Recall From Non-Renewal of Part-Time Speech Pathologists.as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-16 Approval of FY14 ESY Staff and Salaries	
Summary of discussion: Executive Director presented the final FY14 ESY Staff and Salaries sheet for review and approval.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the FY14 ESY Staff and Salaries as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas”	“Abstain”
88A, 89, 90, 91	88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1306-17 Approval of Service Agreement with Vista Learning	
Summary of discussion Executive Director presented the service agreement with Vista Learning in providing spam and virus filtering for the LASEC.org email. It was shared that ZLan Partners price was higher for the same service.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the service agreement with Vista Learning in providing LASEC with spam and virus filtering for email effective July 1, 2013 to June 13, 2014 at the cost of \$500.00 annually as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas”	“Nays”
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Informational Items:

AGENDA ITEM: #I1306-01
Summary of discussion: Member districts were provided with a copy of the current LASEC policy manual adopted May 13, 2013.

AGENDA ITEM: I1306-02 Organizational Chart
Summary of discussion: Member districts were provided with a copy of the LASEC Organizational Chart for the 2013-14 School year.

AGENDA ITEM: I1306-03 – FY13 LASEC Staff Needs Assessments Survey
Summary of discussion: Executive Director provided member districts with a copy of the results from both the FY14 Staff Needs Assessment surveys. Results from the survey will assist in future planning for staff development workshops.

AGENDA ITEM: I1306-04 – CLIC Executive Committee Meeting Minutes – May 30, 2013

Summary of discussion: Member districts were provided with a copy of the CLIC Executive Committee Meeting Minutes held on May 30, 2013.

AGENDA ITEM: I1306-05 – Executive Director’s Report

Summary of: Executive Director encouraged member districts to submit their final IDEA grant claims to the LASEC office as soon as possible in order process their payments and distribute to them before June 30th.

Executive Director stated that member districts are now in receipt of their grant allocations for FY14 and that is important that they forward their completed applications to LASEC office so they can be submitted prior to June 30th. Districts will be updated as to when they are submitted and available on IWAS.

Executive Director shared that starting with the 2013-14 school year all districts having IDEA nonpublic proportionate share will be required to budget for those expenses in their IDEA sub grant; districts affected by this are 90 and 91.

Announcements: Next Board Meeting is Wednesday, July 10, 2013

Approval of Motion to Adjourn

Motion to adjourn made by: 88

Motion seconded by: 90

Action: Passed Failed

Time of adjournment: 10:08a.m.