

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

Open Meeting Minutes

Date: May 8, 2013	Time: 9:35a.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:

Approval of Items on Consent Agenda

AGENDA ITEM: #L1305-01 Approval of the April 10, 2013 Regular Board Meeting Minutes
AGENDA ITEM: #L1305-02 Acceptance of Resignation Name: Laura Wagner Position: Business Office Secretary Program: LASEC Business Office Reason: Personal Effective: 5/31/2013
AGENDA ITEM: #L1305-03 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. April 2013 Treasurer's Report c. Approval of Bills for April 1 – April 30, 2012 in the amount of \$125,269.31 d. Tentative Approval to Pay Bills from June 1 – June 30, 2013 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: 90
Motion: That the LASEC Board of Directors accepts all items listed under Consent Agenda as presented by the Executive Director.
Motion seconded by: 88A
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of</i>

<i>money.)</i>	
“Yeas”	“Nays”
88, 88A, 89, 90, 91	

AGENDA ITEM: #L1304-04 Approval of LASEC FY14 Calendar	
Summary of discussion: Executive Director presented the LASEC FY13 LASEC calendar for approval.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the LASEC FY14 calendar as presented and 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	

AGENDA ITEM: #L1305-05 Approval of FY13 ESY Personnel	
Summary of discussion Executive Director presented the ESY 2013 Personnel Chart. The chart reflected the projected number of students by district who have been recommended for the Extended School Year Program. It is anticipated that approximately 80% of the students recommended will actually enroll and attend.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the FY13 ESY personnel 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	

AGENDA ITEM: #L1305-06 Approval to FY14 Classroom Maintenance Agreement	
Summary of discussion: Executive Director presented two classroom maintenance agreements for the 2013-14 school year. The first agreement presented was with Richland Grade School District 88A reflecting three classrooms to be leased; two classrooms for Early Childhood, one classroom for Primary Multi-Needs, two classrooms for Primary Communication Disorder.	
The second classroom agreement presented was with Lockport Elementary School District 91 reflecting three classrooms to be housed at their district; one classroom for Communication Disorder (Kindergarten) at Milne Grove; one classroom for Int/JH Multi-Needs, one classroom for LASEC Academy at Kelvin Grove School.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the 2012-13 Classroom Maintenance Agreements for Richland Grade School District 88A and Lockport Elementary School District 91 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: #L1305-07 Policy Manual Updates: 4:15, 4:170, 5:50, 5:260, 5:330, 6:220, 6:240, 7:190, 7:305 – Second Reading Approval & Adoption	
Summary of discussion: Executive Director presented policy manual updates 4:15, 4:170, 5:50, 5:260, 5:330, 6:220, 6:240, 7:190, 7:305 for second reading and adoption.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve and adopt policy manual updates: 4:15, 4:170, 5:50, 5:260, 5:330, 6:220, 6:240, 7:190, 7:305 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	

Informational Items:

AGENDA ITEM: #I1305-01 Summer Schedule
Summary of discussion: Executive Director shared that beginning with the week of June 10 th through the week of August 9 th , the LASEC office would be observing summer hours in which the office will be operating on a four-day workweek, Monday through Thursday and will be open from 7:30a.m. to 4:30p.m.

AGENDA ITEM: I1305-03 – Budget Parameters
Summary of discussion: Executive Director outlined key elements and assumptions, which will be utilized in the preparation of the FY14 budget. Special emphasis was made to the following: Preschool IDEA Funding: will be applied to offset the costs for the Child Find Program. Personnel Reimbursement: funds from Personnel Reimbursement was not factored into the FY12 and FY13 school years due to the uncertainty of funding from the ISBE. However as distributions were received, the tuition figures were adjusted. It is recommended that the same scenario be implemented for the FY14 school year. Health Insurance: health insurance is expected to increase for FY14 by approximately 7 to 8% IMRF Employer Rate: employer rate will decrease from 14.50% (ARC) to 13.81% (ARC) as determined by the board. However, this subject to change with final notification received in November. Employer TRS THIS has not been determined. Federal TRS contribution will increase from 28.05% to 35.41% but is subject to change. Non-Member District Surcharges LASEC will continue to incorporate non-member surcharges into the Administrative budget to offset costs to the member districts.
The Executive Director also indicated that he does not anticipate any major facility upgrades to the LASEC Central Office for FY14.

AGENDA ITEM: I1305-03 – IDEA FY13 Parent Needs Assessments
Summary of discussion: Executive Director provided member districts with a copy of the results from both the FY13 Parent Needs Assessment surveys. Results from the survey will assist in future planning of seminars for parents to attend.

AGENDA ITEM: I1305-04 – Executive Director’s Report

Summary of: Executive Director stated the State’s new web-based IEP database system will be available in August. EasyIEP had been encouraging districts to join their database system; training of staff will be required, however districts would be on the same system providing convenience for districts to network with each other and will be integrated with other ISBE systems.

Executive Director updated the Board regarding the evaluation process used to assess students' eligibility for special education services, be conducted only by certified school nurses or licensed physician. July 1, 2013 school districts would be required to employ a certified school nurse or CSN’s to make any educational recommendations related to a student’s special educational needs. However, the deadline for districts to employ a certified school nurse has been pushed back to July 1st, 2015 allowing districts two additional years to prepare. Additionally the state is developing an online training module for current school nurses in order for them to earn their credentials in becoming a certified school nurse.

Executive Director shared on May 3rd the LASEC Coordinators Meeting was held at the LASEC Central Office in which Terry Engler, Attorney, was a presenter discussing legal updates and addressing questions that Coordinators had relating to special education. One topic was Section 504 that prevents discrimination based on a student’s disability in any educational activity or program that receives federal funds. It was shared that during the discussion of this topic that some coordinators expressed they were not aware of who at their district handled the coordination of their 504 planning. It was also shared it was highly recommended by Terry Engler, that districts do not use their special education coordinators as the person responsible for their processing of 504, rather appoint a Section 504 Coordinator.

Executive Director shared that ISBE has issued estimated IDEA flow through and preschool grant allocations but due to government sequester, they are still only estimated numbers and have not received the preliminary grant amounts but as soon as they become available districts will be provided with an update.

Executive Director reminded the member districts to submit their IDEA grant claims as soon as possible as he would like to have them closed out by June 30th.

Executive Director mentioned that fourth quarter billing will be distributed within the next couple of weeks with the miscellaneous billing to soon follow.

Executive Director indicated LASEC’s Institute Day for the 2013-14 school year is scheduled for Thursday, August 15th.

Executive Director stated that information regarding the Lockport Area Benefit Plan was not received in time for the May meeting but will be available and provided for their review and approval during the June meeting.

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: 90	
Closed Session Began: 10:15a.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, 89, 90, 91	

Return to Open Session: 10:38a.m.
Motion made by: 90
Motion: That the LASEC Board of Directors return to Open Session.
Seconded by: 88

AGENDA ITEM: #L1205-12 Approval of Administrative and Educational Support Personnel Salary Increases
Summary of discussion: No action was taken at this time.

Announcements: Next Board Meeting is **Wednesday, June 19, 2013** at 9:00a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 90
Motion seconded by: 89
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 10:39a.m.