

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

Open Meeting Minutes

Date: May 13, 2015	Time: 9:41a.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: #L1505-01 Approval of the April 16, 2015 Regular Board Meeting Minutes	
AGENDA ITEM: #L1505-02 Approval of the April 16, 2015 Closed Session Meeting Minutes	
AGENDA ITEM: #L1504-03 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. April 2015 Treasurer's Report c. Approval of Bills for April 1 – April 30, 2015 in the amount of \$184,663.02 d. Tentative Approval to Pay Bills from June 1–June 30, 2015 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 money.)</i>	
"Yeas" 88, 88A, 89, 90, 91	"Nays"
Motion: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1505-04 Approval of LASEC FY16 Calendar	
Summary of discussion: The Executive Director presented the FY16 LASEC calendar for review and approval.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the LASEC FY16 calendar, with the note that LASEC instructional staff will follow the district calendar in which their program is housed, 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: #L1505-05 Approval of FY16 ESY Personnel	
Summary of discussion: Executive Director presented the ESY 2016 Personnel Chart. The chart reflected the projected number of students by district who have been recommended for the Extended School Year Program along with assigned staff and their salaries. This year’s cost is similar to last year, however, current projections reflect an increase in the number of individual student assistants over last year. The Board was reminded that the cost being presented today are based on preliminary numbers based on IEP’s and not actual. Additionally, it was mentioned as in prior years, the number of students who are anticipated to actually be enrolled and attend will be approximately 80% of the students recommended.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the FY16 ESY personnel as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas”	“Nays”
88, 88A, 89, 91	90
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1505-06 Approval of Monetary Donations – FY15 HI Advocacy Event	
Summary of discussion: The Executive Director presented a monetary donations received by Illinois Families for Hands & Voices-\$25; Christopher & Mary Ward-\$500; Tom and Mary Brim-\$50 to be applied towards the HI Advocacy Event scheduled for April 14, 2014.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the monetary donations received to be applied towards the FY15 HI Advocacy Event from the following: Illinois Families for Hands & Voices-\$25; Christopher and Mary Ward-\$500; Tom and Mary Brim-\$50, as recommended by the Executive Director.	
Motion seconded by: 88	
“Yeas”	“Nays”
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Informational Items:

AGENDA ITEM: I1505-01 Budget Parameters

Summary of: Executive Director outlined key elements and assumptions, which will be utilized in the preparation of the FY16 budget. Special emphasis was made to the following: **Personnel Reimbursement:** funds from Personnel Reimbursement were not factored into the FY13, FY14 or FY15 school years due to the uncertainty of funding from ISBE. However as distributions were received, the tuition figures were adjusted. It is recommended that the same scenario be implemented for the FY16 school year. The Executive Director shared with the Board a couple of alternative options to consider regarding the disbursement of personnel reimbursement. Following a brief discussion, member districts were in agreement that at this time for LASEC to maintain the same practice as in previous years. **Health Insurance:** health insurance is expected to increase for FY16 by approximately 3.83%. **Classroom Maintenance Agreements:** Executive Director indicated the current rate of \$6,000 has been the same rate for the past 10 years when LASEC and the Board agreed to implement the fee. This item will be on the agenda for the June 9th meeting. **Employer TRS THIS** has not been determined (projected at 0.80%). Federal TRS contribution will increase from 33% to 36.06% (subject to change).

AGENDA ITEM: I1505-02 HI Advocacy Event FY15 Student & Staff Survey Results

Summary of: Member districts were provided with a program of events from the HI Advocacy Event that was held last month on April 15th, along with survey results that were compiled based on student and staff responses.

AGENDA ITEM: I1505-03 Lockport Area Benefit Plan Medical Overview – Rates for FY16

Summary of: Member districts were provided with copy of the LABP Medical Overview cost comparison sheet reflecting the final medical and dental premium rates for FY16. The total combined increase for FY16 is 3.87%; a slight increase to last year's increase of 2.86%. It was noted that due to both medical and dental claims being down over prior years, had assisted with maintaining the increase to a minimum.

AGENDA ITEM: I1505-04 LASEC Business Procedures Review-Summary Report May 2015

Summary of: The Executive Director reviewed one of his goals for 2014-15 school year, which was to assess LASEC's current business procedures to determine additional cost saving methods for LASEC and its member districts. Tom shared that he had met and consulted with several area special education cooperative directors to discuss their business practice and procedures. Member districts were provided with a copy of the LASEC Business Procedures Review Summary Report as of May 2015. The Executive Director addressed specific business procedure categories most common to special education cooperatives. During the review of the summary report, Tom stated what he has learned from meeting with each of the directors is that other cooperatives are currently applying business practices very similar to LASEC's. A few of these examples were highlighted from the summary report. **Tuition Costs/Calculation and Billing;** mainly all calculate their tuition costs in the same manner as LASEC, however some of them calculate projected personnel reimbursement into their program costs offsetting from the start. There is one cooperative that processes their billing 10 times per year, constantly adjusting their billing based on addition or deletion of students or other cost factors that may change over the course of the school year, this compared to LASEC's practice of billing on a quarterly basis. **Personnel Reimbursement;** Several cooperatives maintain all the personnel reimbursement and use it to offset tuition costs, same as LASEC. **Administrative Assessment;** all of the Cooperatives have a form of an administrative assessment but most of them base it on the district total number of students enrolled or some split the costs and issue an invoice twice a year, opposed to the middle of the fiscal year. **Non-Member Surcharge;** of the cooperatives consulted, LASEC is the only cooperative who includes a non-member surcharge. This surcharge is

applied to non-member districts that are purchasing special education related services or may have a student enrolled in a LASEC program which is then applied to assist in offsetting the member district administrative fee; a cost saving practice others currently do not have. Tom pointed out there is one area that appears to be the best idea he gathered from other cooperatives and that is the returning of Medicaid funds to the districts. This practice would be similar to the Medicaid transportation reimbursement or through billing reductions. However to allow for the least potential negative MOE impact, it is suggested that LASEC consider flowing Medicaid money back with the start of FY16, to provide time to assess if whether or not MOE will have any implications and then the practice can be reassessed for the next year. Member districts were advised to inquire with their auditors to be sure their district would not experience a negative impact relating to other state and federal monies they receive and are required to report.

AGENDA ITEM: I1505-04 – Executive Director’s Report

Summary of: Executive Director indicated that the fourth quarter billing will be completed and sent out to the districts by the end of May. Final miscellaneous billing to follow.

Executive Director reminded the member districts their TMC reporting and all supporting documents are due to ISBE by June 15th. TMC’s should be conducted by no later than May 31st. Copies of all reports and documents are also due to LASEC by June 15th.

Executive Director shared the next LASEC Coordinators Meeting is scheduled for May 22nd and this will be the last meeting scheduled for this school year. Member districts were encouraged to forward any topics they would like to have addressed to Tom prior to the scheduled meeting.

Executive Director informed the member districts of LASEC’s FY16 Teacher and Staff Institute Day is scheduled for Thursday, August 13th.

Executive Director reminded member districts to also submit their IDEA expenditures to LASEC as soon as possible, as this will assist in processing their payments to be received prior to or by June 30th.

Executive Director referenced an email he previously sent to each of the superintendents regarding the LASEC Technology Plan he created to provide a better insight of computers and technology currently being used in LASEC programs/classrooms and the administrative office. It was noted that the majority of the computers currently being used are older than 5 years which is typically known as the “life span” for a computer. In reviewing his report, Tom suggested Medicaid funds could be used to purchase new computers, which would help to keep program costs from rising. Member districts were in agreement that, based on the information they have been provided, computer equipment being used by LASEC is outdated and that updates are necessary. Discussion ensued where several districts indicated they lease their equipment vs. owning that not only been a cost saving method but has also kept their district’s technology standards current benefiting their students and staff. The Board suggested that the Executive Director contact and consult with Jason Marquardt of American Capital Finance/Technology to compare the cost savings and benefits of leasing vs. owning computer equipment.

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: 90	
Motion: That the LASEC Board of Directors adjourn to Closed Session.	
Motion seconded by: 89	
Closed Session Began: 10:18a.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: 10:45a.m.
Motion made by: 90
Motion: That the LASEC Board of Directors return to Open Session.
Seconded by: 88

AGENDA ITEM: #L1505-07 Approval of Administrative and Educational Support Personnel Salary Increases	
Summary of discussion: Subsequent to Closed Session it was determined to approve the Administrative and Educational Support Personnel Salary for FY16 by 2.5%	
Motion made by:	
Motion: That the LASEC Board of Directors approve the Administrative and Educational Support Personnel Salary at a 2.5% increase for FY16 as recommended by the Executive Director.	
Motion seconded by:	
“Yeas”	“Nays”
88, 88A, 89,90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Announcements: Next Board Meeting is Wednesday, June 10, 2015

Approval of Motion to Adjourn

Motion to adjourn made by: 90
Motion seconded by: 88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 10:46a.m.