

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

Open Meeting Minutes

Date: May 9, 2012	Time: 9:11a.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: #L1205-01 Approval of the April 11, 2012 Regular Board Meeting Minutes
AGENDA ITEM: #L1205-02 Approval of April 11, 2012 Closed Board Meeting Minutes
AGENDA ITEM: #L1205-03 Acceptance of Resignation Name: Julie Conrad Position: Physical Therapist Program: Multi Reason: Personal Effective: 6/30/2012
AGENDA ITEM: #L1205-04 Approval of Employment – Non-Certified Personnel Name: Kayla Mamroth Position: Speech Pathologist Program: Communication Disorder Terms: Annual Salary: \$41,727 No. of Days: 181 Start Date: 8/16/2012
AGENDA ITEM: #L1204-05 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. March 2012 Treasurer's Report c. Approval of Bills for April 1 – April 30, 2012 in the amount of \$82,730.07 d. Tentative Approval to Pay Bills from June 1 – June 30, 2012 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: 88	
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”	“Nays”
88, 88A, 89, 90, 91	

AGENDA ITEM: #L1205-06 Approval of LASEC FY13 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 FY13 calendar as presented and 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	

AGENDA ITEM: #L1205-07 Approval of FY12 ESY Personnel	
Summary of discussion Executive Director presented the ESY 2012 Personnel Chart. The chart reflected the projected number of students by district who have been recommended for the Extended School Year Program. It was shared that depending on the number of students; LASEC Academy might also be included to this year’s ESY Program and will require a Teacher and Aide. It is anticipated that approximately 80% of the students recommended will actually enroll and attend. Additionally, 1:1 Instructional Aides will be employed once the individual student registration forms are received. ESY personnel may change based on actual enrollment figures.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the FY12 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: #L1205-08 Approval to FY13 Classroom Maintenance Agreement	
Summary of discussion: Executive Director presented two classroom maintenance agreements for the 2012-13 school year. The first agreement presented was with Richland Grade School District 88A reflecting three classrooms to be leased; one classroom for Early Childhood, one classroom for Primary Multi-Needs, one classroom 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 Int/JH Multi-Needs; one classroom for LASEC Academy at Kelvin Grove School; one classroom for Early Childhood at Milne 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: #L1205-09 Approval of Lockport Area Benefit Plan	
Summary of discussion: Executive Director shared that on April 10 th the Board of the Lockport Area Benefit Plan met to review recommended program changes from the current year and to determine the premium rate for FY13. It was stated that the plan provisions for all health benefits will remain the same, premiums will remain the same for medical, dental and vision plans as well as life insurance remains unchanged; medical and dental insurance costs will see a deduction of approximately 11% and 4%, respectively. Additionally, due to the low number of claims the providers were able to maintain premiums the same. Should claims continue to remain low and without excessive cumulative claims during the upcoming year, there will be the possibility of “premium holiday” in which members would experience one month free from submitting a premium payment.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve FY13 Lockport Area Benefit Plan premiums as presented and 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	

AGENDA ITEM: #L1205-10 Approval of R&G Consultants Contract Extension	
Summary of discussion: Executive Director presented a two year contract extension with R&G Consultants beginning July 1, 2012 through June 30, 2014. It was shared that the rate for their services will remain the same at 5% and that LASEC has been satisfied with R&G’s performance in reporting Medicaid Fee For Service.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the two year contract extension with R&G Consultants beginning July 1, 2012 through June 30, 2014 at the current rate of 5%	

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	

AGENDA ITEM: #L1205-11 Approval of ZLan Partners FY13 IT Service Agreement	
Summary of discussion: Executive Director presented the IT Service Agreement with ZLan Partners for FY13. The service package includes the Block of Time/Retainer and the ZVisionPro Managed Services agreement.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the Block of Time/Support Retainer in the amount of \$10,000 and the ZVisionPro Managed Service Agreement in the amount of \$5,250 from ZLan Partners for FY13, at a total support package cost of \$15,250 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: #I1205-01 Summer Schedule
Summary of discussion: Executive Director shared that beginning with the week of June 8 th through the week of August 10 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: I1205-02 – LASEC Board Policy Manual Adopted April 11, 2012
Summary of discussion: Member districts were provided with a copy of the current LASEC Board Policy Manual Adopted April 11, 2012.

AGENDA ITEM: I1205-03 – Budget Parameters
Summary of discussion: Executive Director outlined key elements and assumptions, which will be utilized in the preparation of the FY13 budget. Special emphasis was made to the following: Personnel Reimbursement: Funds from Personnel Reimbursement was not factored into the FY11 and FY12 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 FY13 school year. Health Insurance: Due to low number of claims in FY12, premiums for health insurance will not increase for FY13. 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 24.9% to 28.05% but is subject to change.

AGENDA ITEM: I1205-04 – IDEA FY12 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: I1205-05 – 2010-2011 Illinois Special Education Profiles

Summary of discussion: Member districts were each provided with a copy of their 2010-2011 Illinois Special Education Profiles.

AGENDA ITEM: I1205-06 – Executive Director's Report

Summary of: Executive Director stated the ISBE has not yet released Federal grant allocation figures or applications. It is anticipated data will become available later in the month of May at which time districts will be provided with a proposal in their June packet for review and formal approval at the June Board Meeting.

Executive Director reminded the member districts that IDEA Grant Amendments are due by May 31st and requested that districts submit their claims to the LASEC office as soon as possible so that reimbursements can be distributed in a timely manner.

Executive Director indicated that LASEC's Staff Institute Day is scheduled for August 16, 2012.

Executive Director stated that in preparing the LASEC Budget for FY13, he is seeking a volunteer who will serve on the Finance Committee as the budget process draws closer to completion. Donna Gray, District 91, agreed to be part of the Finance Committee.

Executive Director shared that he will be attending the IASBO conference the week of May 16th-18th being held in Peoria.

Executive Director indicated that he anticipates fourth quarter billing to be distributed in the first week of June and thanked the districts for their prompt responses in remitting payments during the first three quarters and due to that LASEC currently has less than \$700 with invoices still outstanding.

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: 88	
Motion: That the LASEC Board of Directors adjourn to Closed Session.	
Motion seconded by: 88A	
Closed Session Began: 10:01a.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: 10:23a.m.
Motion made by: 88A
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: Subsequent to Closed Session it was determined to approve the Administrative and Educational Support Personnel Salary for FY13 by 2%.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the Administrative and Educational Support Personnel Salary at a 2% increase for FY13 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: #L1205-13 Approval of Executive Director Contract Addendum	
Summary of discussion: Subsequent to Closed Session it was agreed to formally approve the Executive Director's Contract Addendum as presented.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the Executive Director's Contract Addendum 2012-2014 as recommended by the Chairman of the LASEC Board of Directors.	
Motion seconded by: 88A	
"Yeas"	"Nays"
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Announcements: Next Board Meeting is Wednesday, June 13, 2012 at 9:00a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 90
Motion seconded by: 88A
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 10:27a.m.

Chairman, LASEC Board of Directors

Date

Recording Secretary

Date