

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> May 11, 2016	<b>Time:</b> 9:16a.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. Taft D90 5. Lockport Elementary D91	<b>Members absent:</b>

## Approval of Items on Consent Agenda

<b>AGENDA ITEM: #L1605-01</b> Approval of the April 13, 2016 Regular Board Meeting Minutes	
<b>AGENDA ITEM: #L1605-02</b> Acceptance of Resignations	
<b>AGENDA ITEM: #L1605-03</b> Approval of Employment	
<b>AGENDA ITEM: #L1605-04</b> Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. April 2016 Treasurer's Report c. Approval of Bills for April 1 – April 30, 2016 in the amount of \$57,768.57 d. Tentative Approval to Pay Bills from June 1–June 30, 2016 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 presented by the Executive Director.	
<b>Motion seconded by:</b> 90	
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i>	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
<b>Motion:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM:</b> #L1605-05 Approval of LASEC FY17 Calendar	
<b>Summary of discussion:</b> The Executive Director presented the FY17 LASEC calendar for review and approval.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve the LASEC FY17 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.	
<b>Motion seconded by:</b> 88	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM:</b> #L1605-06 Approval of Contract Addendum ESY – Top Echelon	
<b>Summary of discussion:</b> Executive Director presented contract addendum with Top Echelon to provide speech/language services for the LASEC ESY program for review and approval.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the contract addendum with Top Echelon to provide speech/language services for the LASEC ESY program effective 6/6/216 – 7/12/2016 at the rate of \$70 per hour as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM:</b> #L1605-07 Policy Manual Updates – Second Reading & Adoption:7:150; 7:190; 7:200; 7:305	
<b>Summary of discussion:</b> Executive Director presented LASEC policy manual updates 7:150; 7:190; 7:200; 7:305 for second reading, approval and adoption.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve and adopt policy manual updates: 7:150; 7:190; 7:200; 7:305 as presented and as recommended by the Executive Director.	
<b>Motion seconded by:</b> 89	
<b>“Yeas”</b> 88, 88A, 89, 90, 91	<b>“Nays”</b>
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM:</b> #L1605-08 Approval of FY16 ESY Personnel	
<b>Summary of discussion:</b> 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.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the FY16 ESY personnel as recommended by the Executive Director.	
<b>Motion seconded by:</b> 89	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

**Informational Items:**

<b>AGENDA ITEM:</b> I1605-01 Budget Parameters
<b>Summary of:</b> Executive Director outlined key elements and assumptions, which will be utilized in the preparation of the FY17 budget. Special emphasis was made to the following: <b>Health Insurance:</b> health insurance is not expected to increase for FY17.

<b>AGENDA ITEM:</b> I1605-02 Instructional Assistant Compensation Comparison
<b>Summary of:</b> Executive Director presented an instructional assistant compensation comparison to discuss possible ways to attract instructional assistants, primarily 1:1 aides. FY16 school year had 2.5 positions unfilled with FY17 already projected to have even a higher a number. Discussion ensued in which districts also shared the pool of instructional assistants has been challenge for them as well. It was also agreed that LASEC's current hourly rate is within average range of the member districts. Alternative methods with how to increase hourly rate for those instructional assistants who have been working for LASEC vs new hires without committing to a huge increase at one time.

<b>AGENDA ITEM:</b> I1605-03 Needs Assessments Survey Results
<b>Summary of:</b> Member districts were each provided results from the recent Needs Assessment Survey. Results from this survey will assist in determining professional development for FY17 school year.

<b>AGENDA ITEM:</b> I1605-04 Executive Director's Report
<b>Summary of:</b> Executive Director shared the 4th quarter and miscellaneous will be completed and distributed by the end of May to allow districts time to process their payments in a timely manner.  Executive Director reminded member districts their TMC must be conducted by no later than May 31 <sup>st</sup> . It was also shared that even though documentation is no longer required to be sent to ISBE, member districts were asked that documentation still be submitted to LASEC along with their grant information so as to maintain state compliance.

Executive Director shared the final LASEC Coordinator's meeting for FY16 school year will take place on Friday, May 20<sup>th</sup> and should there be any topics that superintendents would like to have discussed to please forward them to their district's special education administrator or directly to Tom and they will be placed on the agenda.

Executive Director shared that LASEC's Staff Institute Day is scheduled for Thursday, August 11<sup>th</sup> at Richland.

Executive Director reminded member districts to submit their grant claims as soon as possible as this will ensure processing of reimbursement payments in the current fiscal year.

**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:** 88

**Closed Session Began:** 9:41a.m.

**Action:**  Passed  Failed

*(If a roll call vote occurred, record the vote of individual Board members.)*

<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 89, 90, 91	

**Return to Open Session:** 9:45a.m.

**Motion made by:** 88A

**Motion:** That the LASEC Board of Directors return to Open Session.

**Seconded by:** 90

<b>AGENDA ITEM: #L1605-09 Approval of Administrative and Educational Support Personnel Salary Increases</b>	
<b>Summary of discussion:</b> Subsequent to Closed Session it was determined to approve the Administrative and Educational Support Personnel Salary for FY17 by 2.75%	
<b>Motion made by:</b> 91	
<b>Motion:</b> That the LASEC Board of Directors approve the Administrative and Educational Support Personnel Salary at a 2.75% increase for FY17 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 89	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 89, 91	90 – recommended 0.8%
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

**Announcements:** Next Board Meeting is Wednesday, June 10, 2016

**Approval of Motion to Adjourn**

<b>Motion to adjourn made by:</b> 90
<b>Motion seconded by:</b> 88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
<b>Time of adjournment:</b> 9:47a.m.