

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

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## Open Meeting Minutes

<b>Date:</b> November 13, 2013	<b>Time:</b> 9:05a.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:</b> #L1311-01 Approval of the October 9, 2013 Regular Board Meeting Minutes
<b>AGENDA ITEM:</b> #L1311-02 Approval of the October 9, 2013 Closed Session Meeting Minutes
<b>AGENDA ITEM:</b> #L1311-03 Approval of Employment – Non-Certified Personnel  <b>Name:</b> Julianne Bartoz <b>Position:</b> Child Find Tester <b>Program:</b> Child Find <b>Terms:</b> Part-Time Full Day: \$75.31 Half Day: \$55.74 No. of Days: As Needed  <b>Name:</b> Angela Carlton <b>Position:</b> Teacher Assistant <b>Program:</b> Early Childhood <b>Terms:</b> Part-Time/AM Hourly Rate: \$11.60 No. of Days: 127 Start Date: 11/4/2013  <b>Name:</b> Mary Tucci <b>Position:</b> Individual Student Assistant <b>Program:</b> Primary Communication Disorder <b>Terms:</b> Full-Time Hourly Rate: \$11.46 No. of Days: 139 Start Date: 10/17/2013

**AGENDA ITEM: #L1311-04** Acceptance of Financial Report

- a. Monthly Revenue and Expenditure Report
- b. October 2013 Treasurer's Report
- c. Approval of Bills for Oct. 1 – Oct. 31, 2013 in the amount of \$78,772.54
- d. Tentative Approval to Pay Bills from Dec. – Dec. 31, 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:** 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

**Informational Items:**

**AGENDA ITEM: I1311-01** LASEC Board Policy Manual Adopted October 21, 2013  
**Summary of:** Member districts were provided with the updated copy of the LASEC Board Policy Manual that was adopted on October 21, 2013.

**AGENDA ITEM: I1311-02** Acceptance of Director's Goals for FY14  
**Summary of:** Executive Director distributed to the Board his goals for the 2013-14 school.

**AGENDA ITEM: I1311-03** Progress Monitoring Update for LASEC Programs  
**Summary of:** Member districts were provided with a copy of the progress monitoring report for students enrolled in the following LASEC programs: Early Childhood, Multi-Needs and Communication Development; LASEC Academy utilizes AimsWeb which is another progress monitoring system. It was shared that with the start of the FY14 school year, teachers were provided with IED and Brigance materials to establish baselines and to monitor students' progress throughout the year. This is the first progress report of the school year with future reports to be provided on a quarterly basis. The Director also shared that an informal joint committee is in the process of being formed to discuss methods of incorporating student growth into the teacher evaluation system; doing so will benefit the process and the cooperative.

**AGENDA ITEM: I1311-04 –** Executive Director's Report  
**Summary of:** Executive director reminded the member districts that beginning with the 2014-15 school year only licensed speech language pathologists will be allowed to provide speech services to students. This is the final school year districts will be allowed to employ speech paraprofessionals to provide those services.

Executive Director shared two upcoming events; IAASE Executive Board Meeting scheduled for November 20<sup>th</sup>; LASEC Coordinator's Meeting to be held at the LASEC Office on November 22<sup>nd</sup>.

In a follow-up to last month's LASEC meeting the Executive Director updated the Board concerning the LASEC Fund Balance. It was shared that during FY13 the Fund Balance had averaged on monthly a balance of \$1.94 million. It was also noted that per the LASEC Board Policy 4:20, current language states that LASEC will strive to have no less than four months of operating expenses available; approximately \$1.1 million. The Director stated that he had previously solicited input from several sources including other area cooperatives that have had experience and knowledge of reducing Fund Balances. In addition to soliciting sources, the Executive Director shared he had discussed and reviewed the options provided to him with former LASEC Executive Director, Roxanne Kovacevich, who was highly instrumental at working with the state in formulating the Maintenance of Effort (MOE). After looking over the steps other cooperatives have taken to reduce their fund balance her primary concern would be the MOE applications and the impact it would have on the member districts. What other cooperatives had elected to do in the past with reducing their fund balance would not be advisable today as the state is reviewing MOE submissions with more scrutiny and ISBE is currently working on changes to MOE. In the meantime the Executive Director stated that he and Roxanne will be meeting with the current IASBO president and the State Assistant Superintendent for Special Education, Beth Hanselman regarding this issue. It was agreed by the Board that at this time there is no immediate need to reduce the LASEC Fund Balance and will wait until further information is obtained.

<b>Closed Session</b>	
<b>Summary of discussion:</b> 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.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors adjourn to Closed Session.	
<b>Motion seconded by:</b> 88	
<b>Closed Session Began:</b> 9:24a.m.	
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	
<i>(If a roll call vote occurred, record the vote of individual Board members.)</i>	
<b>"Yeas"</b>	<b>"Absent for Vote"</b>
88, 88A, 90, 91	89

<b>Return to Open Session:</b> 9:43a.m.
<b>Motion made by:</b> 88
<b>Motion:</b> That the LASEC Board of Directors return to Open Session.
<b>Seconded by:</b> 90

Subsequent to Closed Session the following action occurred.

<b>AGENDA ITEM:</b> #L1311-01 Approval of Executive Director's Contract	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve the Executive Director's contract as presented, with an amendment to include the Director's 2013-14 Annual Goals as Appendix 1.	
<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	

**Announcements:** Next Board Meeting is Wednesday, December 11, 2013

**Approval of Motion to Adjourn**

<b>Motion to adjourn made by:</b> 88A
<b>Motion seconded by:</b> 90
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
<b>Time of adjournment:</b> 9:45a.m.