

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

Open Meeting Minutes

Date: November 12, 2015	Time: 9:15a.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: Dr. Mike Early, Vice-Chairman	
Members in attendance: 1. Chaney-Monge D88 2. Richland D88A 3. Fairmont D89 4. Taft D90	Members absent: 1. Lockport Elementary D91

Dr. DJ Skogsberg Taft D90, requested Agenda Items #1511-01 and #1511-02 be removed from Consent Agenda and be placed for separate action consideration.

Approval of Items on Consent Agenda

AGENDA ITEM #L1511-03 Approval of Employment – Non-Certified Personnel Name: Danielle Chaban Position: Individual Student Assistant Program: Communication Disorder Terms: Hourly Rate: \$11.07 No. of Days: 132 Start Date: 10/26/2015 Name: Kathleen Hill Position: Teacher Assistant Program: Communication Disorder Terms: Hourly Rate: \$11.32 No. of Days: 132 Start Date: 10/26/2015 Name: Maria Rodriguez Position: Child Find Tester Program: Child Find Terms: As Needed Full Day: \$79.32 Half Day: \$58.71
AGENDA ITEM: #L1511-04 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. October 2015 Treasurer's Report c. Approval of Bills for Oct. 1 – Oct. 31, 2015 in the amount of \$79,961.84

d. Tentative Approval to Pay Bills from Dec. 1–Dec. 31, 2014 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 recommended by the Executive Director.	
Motion seconded by: 89	
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i>	
“Yeas” 88, 88A, 89, 90	“Nays”
Motion: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1511-01 Approval of the October 14, 2015 Regular Board Meeting Minutes	
Summary of discussion: Executive Director presented the regular meeting minutes of the Lockport Area Special Education Cooperative Board of Directors held on October 14, 2015 for review and approval.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the October 14, 2015 Regular Meeting Minutes as presented by the Executive Director.	
Motion seconded by: 89	
“Yeas” 88, 88A, 89, 90,	“Abstained” 90
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1511-02 Approval of the October 14, 2015 Closed Meeting Minutes	
Summary of discussion: Executive Director presented the closed meeting minutes of the Lockport Area Special Education Cooperative Board of Directors held on October 14, 2015 for review and approval.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the October 14, 2015 Regular Meeting Minutes as presented by the Executive Director.	
Motion seconded by: 89	
“Yeas” 88, 88A, 89, 90,	“Abstained” 90
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1511-05 Approval of Contract – 176 West Banquets Facility	
Summary of discussion: Executive Director presented the contract with 176 West Banquets for use of their facility with hosting LASEC’s annual Hearing Impaired Program Advocacy of the Year Event scheduled for April 12, 2016.	
Motion made by: 89	
Motion: That the LASEC Board of Directors approve the contract with 176 West Banquets Facility for the approximate amount of \$3,200 with hosting the Hearing Advocacy Annual Event – April 12, 2016 as recommended by the Executive Director.	
Motion seconded by: 88	
“Yeas”	“Nays”
88, 88A, 89, 90	90
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1511-06 Approval of Employment Status – Non-Certified Personnel	
Summary of discussion: Executive Director presented individuals who have recently accepted a change in their employment status with LASEC, moving from part-time to full-time employment. It was shared their hourly rate will remain the same; an increase to their yearly earnings will occur, however, the positions do not qualify for insurance nor will their change in status affect LASEC’s status as being considered a small organization.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the employment status change from part-time to full-time for Kristina Sturdy and Lisa Wlodek as presented and as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas”	“Nays”
88, 88A, 89, 90	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1511-07 Approval of Child Care Leave Request – Holly Suggs	
Summary of discussion: Executive Director recapped that Holly Suggs was presented during last month’s meeting requesting approval for FMLA due to the birth of her child. However, due the fact she is a new hire effective the current school year, made her ineligible for leave under FMLA. Following a review of LASEC’s policies, it was learned she is eligible for a leave of absence under Child Care Leave. Therefore, Holly Suggs had re-submitted her request for a leave of absence under Child Care Leave due to the birth of her child for Board review and approval.	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve the Child Care Leave Request for Holly Suggs effective November 2, 2015 through December 13, 2015 as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas”	“Nays”
88, 88A, 89, 90	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Informational Items:

AGENDA ITEM: I1511-01 Policy Manual Updates First Reading: 2:200; 2:220-E2; 4:170; 5:90; 5:100; 6:50; 7:130; 7:140; 7:290; 7:305; 7:340; 8:30

Summary of: Executive Director presented and reviewed policy manual updates for the first reading.

AGENDA ITEM: I1511-02 CLIC Executive Committee Meeting – October 16, 2015

Summary of: Member districts were provided with a copy of the CLIC Executive Committee Meeting summary from their meeting held on October 16, 2015.

AGENDA ITEM: I1511-03 – Executive Director’s Report

Summary of: Executive Director stated FY15 Final Billing and FY16 First Quarter Billing have been processed that districts should already be in receipt of their invoices.

Executive Director mentioned he had previously provided member districts with information concerning the FY16 ISBE IDEA Excess Cost worksheets. As a follow-up, and in order for districts to properly complete the worksheet, Tom made a reminder, a listing of information/documents that are required by the member districts as well as LASEC to report. Included was a link to ISBE’s website for instructions along with a full listing of materials that will be required. It was also requested that member districts provide Tom with the name of the individual who will be assigned as their district designee responsible for processing their FY16 ISBE IDEA Excess Cost sheets so that he may be in contact with them throughout the process. Should it be necessary, another workgroup, like the one held last year, could be scheduled in the month of December or January to act as a refresher or to assist an individual who may not have been part of the process last year.

Announcements: Next Board Meeting is Wednesday, December 9, 2015 at 9:00a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 90

Motion seconded by: 89

Action: Passed Failed

Time of adjournment: 9:34a.m.