

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

Open Meeting Minutes

Date: October 9, 2013	Time: 9:04a.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: #L1310-01 Approval of the September 11, 2013 Regular Board Meeting Minutes
AGENDA ITEM: #L1310-02 Approval of the September 11, 2013 Closed Session Meeting Minutes
AGENDA ITEM: #L1310-03 Acceptance of Resignations Name: Beth Weisenberger Position: Individual Student Assistant Program: Primary CD Reason: Retirement Effective: 10/11/2013
AGENDA ITEM: #L1310-05 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. September 2013 Treasurer's Report c. Approval of Bills for Sept. 1 – Sept. 30, 2013 in the amount of \$40,595.80 d. Tentative Approval to Pay Bills from Oct. 1 – Oct. 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: <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: #L1310-05 Acceptance of Annual Audit FY13	
<p>Summary of discussion: Mr. Dave Myers of Wermer, Rogers, Doran & Ruzon, LLC presented the Annual Audit Report for Year Ended June 30, 2013. Mr. Myers reviewed the Financial Report stating that a test of the Expenditures was conducted without problems. Focus was directed to the FY13/FY12 comparison pages, noting that as of June 30, 2013 LASEC had a fund balance of \$2.3 million, an increase of over \$268,000 compared to FY12. It was also mentioned that with a \$2.3 million fund balance, this provides LASEC with approximately 9 months’ worth of operating expenses. LASEC reported over \$500,000 in grant expenditures during FY13 that prompted a Single Audit which is to ensure LASEC is in compliance with grant reporting. In regards to GASB 54, the cooperative has a well written fund balance policy. LASEC does not employ an individual having a strong financial background that would be comparable to a CPA to oversee this area of the budget. However, it would be cost prohibitive to the Cooperative to employ such an individual.</p> <p>In closing, Mr. Myers stated there were no findings for the single audit and that the record keeping continues to be in very good standing.</p>	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve the Annual Audit Report for the year ending June 30, 2013 as recommended by the Executive Director.	
Motion seconded by: 90	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1310-06 Closed Session Review and Destruction	
<p>Summary of discussion: Executive Director recommended maintaining all written minutes as closed.</p> <p>Executive Director recommends the destruction of the closed session recordings held on September 4, 2011, December 14, 2011, January 11, 2012, and March 14, 2012 that has been kept during the 18 month period.</p>	
Motion made by: 90	
Motion: That the LASEC Board of Directors approve all written closed session minutes remain closed and approve the destruction of closed session recordings dated: September 4, 2011, December 14, 2011, January 11, 2012 and March 14, 2012 as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas” 88, 88A, 89, 90, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1310-07 Policy Manual Updates: 2:105; 5:20; 6:120; 7:230; 7:340 – Second Reading Approval & Adoption	
Summary of discussion: Executive Director presented the policy manual updates: 2:105; 5:20; 6:120; 7:230; 7:340 for second reading, approval and adoption.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve and adopt policy manual updates 2:105; 5:20; 6:120; 7:230; 7:340 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: I1310-01 - 2013-14 Professional Development Opportunities
Summary of: Member districts were provided with a copy 2013-14 Staff Development Opportunities schedule.

AGENDA ITEM: I1310-02 – ISEB 70/30 Deviation Forms & Instructions
Summary of: Member districts were provided with a copy of the ISBE Special Education and Support Services 70/30 Deviation Forms and Instructions. It was shared that the documents are updated on a yearly basis.

AGENDA ITEM: I1310-03 – ISBE Class Size/Age Range Deviation Forms & Instructions
Summary of: Member districts were provided with a copy of the ISBE Special Education and Support Services Class Size/Age Range Deviation Forms and Instructions. It was shared that the documents are updated on a yearly basis.

AGENDA ITEM: I1310-04 – Hodges Lozzi Eisenhammer Rodick & Kohn LLP – Legal Update
Summary of: Member districts were provided with a copy of legal update from Hodges Lozzi Eisenhammer Rodick & Kohn that was obtained by the Executive Director during his attendance at the IAASE Fall Conference.

AGENDA ITEM: I1310-05 – Executive Director’s Report
Summary of: Executive Director reminded the member districts that LASEC does require a full copy of their audit reports and management letters in order to maintain compliance under the IDEA grant requirements.
Executive Director requested that members submit their IDEA grant claims on a quarterly basis or as often as necessary. This will assist in claim reimbursements being processed and distributed to the districts throughout the year and in a timely manner.
Executive Director mentioned that the FY13 final billing and FY14 1 st quarter billing are in process and will be distribute to the districts in the upcoming weeks.
Executive Director distributed to the Board an update on Medical Review and Nurses. It was shared there was not much change in the language from the proposed amendment.

Districts having school nurses who qualify under the guidelines have up until June 30, 2016 for their nurse to complete training that will allow them to conduct medical review for educational case study evaluations. New regulations will take effect on July 1, 2016.

Executive Director shared with the 2013-14 school year LASEC teachers have been provided with the tools necessary to establish baselines and seem positive with the process. Executive Director will provide reports to the Board on a quarterly basis.

Executive Director stated that demographics are currently being sought from special education coordinators and teachers of students who potentially might be outplaced or who are currently outplaced to assist in determining the need and the related cost associated with opening a new classroom effective with the 2014-15 school year.

Executive Director expressed that in regards to reducing the LAEC fund balance, he suggested that discussions take place once the FY13 final billing has been completed and distributed to the districts; this will provide a more accurate balance. He shared that he had discussed this matter among other area Special Education Directors having knowledge and experience in this type of transaction and will provide to the Board a list of possible options that will benefit the member districts while maintaining the best interest for both the cooperative and its member districts.

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: 88A

Closed Session Began: 10:40a.m.

Action: Passed Failed

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

“Yeas”	“Nays”
88, 88A, 89, 90, 91	

Return to Open Session: 10:18a.m.

Motion made by: 88

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

Seconded by: 89

Announcements: Next Board Meeting is Wednesday, November 13, 2013

Approval of Motion to Adjourn

Motion to adjourn made by: 88A
Motion seconded by: 88
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 10:19a.m.