

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

Open Meeting Minutes

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| Date: October 12, 2011 | Time: 9:41 a.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

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| AGENDA ITEM: #L1110-01 | Approval of Minutes of the September 14, 2011 Regular Board Meeting |
| AGENDA ITEM: #L1110-02 | Approval of Minutes of the September 14, 2011 Closed Session Board Meeting |
| AGENDA ITEM: #L1110-03 | Approval of Employment – Non-Certified Personnel |
| AGENDA ITEM: #L1110-04 | Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. October 2011 Treasurer's Report c. Approval of Bills for Oct. 1 – Oct. 31, 2011 in the amount of \$92,473.29 d. Tentative Approval to Pay Bills from Nov. 1 – Nov. 30, 2011 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: 88 | |
| Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i> | |

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| “Yeas” 88, 88A, 89, 90, 91 | “Nays” |
| Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed | |

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| AGENDA ITEM: #L1110-05 Acceptance of Annual Audit for FY11 | |
| Summary of discussion: Ms. Elizabeth Shields of Wermer, Rogers, Doran & Ruzon, LLC presented the Annual Audit Report for Year Ended June 30, 2011. Ms. Shields reviewed the Annual Financial Report with the Board. The Cooperative’s tuition revenues experienced increase mainly due to the collection of \$476 thousand of tuition bills outstanding at June 30, 2010. State source revenue increased by \$18,000; while grants from federal sources increased approximately \$289,000 due to the American Recovery and Reinvestment Act Awards. The LASEC expenditures came in under budget. The IDEA Grant was tested with no problems. The cooperative adopted a well written fund balance policy which is part of GASB 54. | |
| In closing, Ms. Shields stated there were no findings for the single audit and that the record keeping continues to be in very good standing. | |
| Motion made by: 90 | |
| Motion: That the LASEC Board of Directors approve the Annual Audit Report for the year ending June 30, 2011 as recommended by the Executive Director. | |
| Motion seconded by: 88 | |
| “Yeas” 88, 88A, 89, 90, 91 | “Nays” |
| Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed | |

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| AGENDA ITEM: #L1110-06 Closed Session Review and Destruction | |
| Summary of discussion: Executive Director recommended maintaining all written minutes as closed. | |
| Executive Director recommends the destruction of the closed session recording held on December 9, 2009 and March 10, 2010 that has been kept during the 18-month period. | |
| Motion made by: 88A | |
| Motion: That the LASEC Board of Directors approve all written closed session minutes remain closed and approve the destruction of closed session recordings dated: December 9, 2009 and March 10, 2010 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 | |

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| AGENDA ITEM: #L1110-07 Approval of Stipend – Lisa Loveless | |
| Summary of discussion: Executive Director shared that funds were included with the FY12 budget due to the anticipated medical leave of absence of the Assistant Business Manager. | |
| Motion made by: 88A | |
| Motion: That the LASEC Board of Directors approve the payment of a stipend of \$500 to Lisa Loveless for extra duties performed during the absence of the Assistant Business Manager 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 | |

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| AGENDA ITEM: #L1110-08 Approval of Stipend – Laura Wagner | |
| Summary of discussion: Executive Director shared that funds were included with the FY12 budget due to the anticipated medical leave of absence of the Assistant Business Manager. | |
| Motion made by: 88A | |
| Motion: That the LASEC Board of Directors approve the payment of a stipend of \$500 to Laura Wagner for extra duties performed during the absence of the Assistant Business Manager 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 | |

Informational Items:

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| AGENDA ITEM: I1110-01 – Parental Consent For Medicaid Billing |
| Summary of discussion: Member districts with a copy of correspondence regarding the Parental Consent for Medicaid Billing that reviewed a proposed amendment to its regulation regarding the parental consent to bill Medicaid under the Individuals With Disabilities Education Act (IDEA). Executive Director shared that each member district’s Special Education Coordinator received at the last Coordinators Meeting. |

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| AGENDA ITEM: I1110-02 – ISBE Special Education and Support Services 70/30 Deviation Forms and Instructions September 2011 |
| Summary of discussion: Member districts were provided with a copy of the ISBE Special Education and Support Services 70/30 Deviation Forms and Instructions. It was shared the documents are updated on a yearly basis. |

AGENDA ITEM: I1110-03 – ISBE Special Education Support Services Class Size/Age Range Deviation Forms and Instructions September 2011

Summary of discussion: 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 the documents are updated on a yearly basis.

AGENDA ITEM: I1110-04 – CLIC August 25, 2011 Executive Committee Meeting Minutes

Summary of discussion: Member districts were provided with a copy of the CLIC Executive Committee Meeting Minutes from their meeting held on August 25, 2011. Executive Director shared that included were some property/casualty claims that the CLIC Executive Committee considered and reviewed.

AGENDA ITEM: I1110-05 – LASEC Board Policy Manual –September 14, 2011

Summary of discussion: Member districts were provided with the most recent LASEC Board Policy Manual – September 14, 2011 Edition on cd.

AGENDA ITEM: I1110-06 – CPI Non-Violent Crisis Intervention Training

Summary of discussion: Member districts were provided with a copy of the flyer regarding CPI Non-Violent Crisis Intervention Training. The training is open to LASEC and it's member districts and is scheduled to be held on October 21, 2011 at Richland Grade School from 8:00a.m.-3:15p.m. The training to provide educators with tools in crisis prevention, intervention, and non-violent physical crisis intervention.

AGENDA ITEM: I1110-07 – Executive Director's Report

Summary of discussion: Executive Director indicated that the Timely and Meaningful Consultations (TMC) are to be completed by October 15th with supporting documents to be submitted to the ISBE by November 1, 2011. Districts were requested to provide a copy of all documentation to LASEC.

Executive Director reminded the Board that LASEC is to receive a copy of their district's audit report including the management letter as soon as possible.

Executive Director requested that districts submit their FY12 IDEA grant amendments in by no later than Friday, October 14, 2011.

Executive Director shared that LASEC is in receipt of funds from personnel reimbursement; therefore, both the final and first quarter billing will be processed.

Executive Director publicly thanked Districts 88A and 89 for allowing LASEC to access some of their remaining ARRA IDEA funds to purchase four iPads for the LASEC's CD and MN classrooms.

Executive Director shared that following a review of the current bargaining agreement no language exists that would prohibit the addition of adopting the option of a Health Savings Account (HSA). An informational meeting for both LTHS D205 and LASEC staff will be held at LTHS East Campus.

Executive Director indicated that software is being updated that would allow districts and cooperatives in the ICAD consortium to have user access in order to transfer students in

the system between districts that are also part of the consortium. However, each district will be required to designate an individual who will have access and to provide that name of the individual to Larry Spencer, D91 Special Education Coordinator to setup access rights for that individual.

Announcements: Next Board Meeting is Wednesday, November 9, 2011 at 9:00a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 88A

Motion seconded by: 88

Action: Passed Failed

Time of adjournment: 10:18a.m.