

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> October 8, 2014	<b>Time:</b> 9:25a.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. Taft D90 4. Lockport Elementary D91	<b>Members absent:</b> 1. Fairmont D89

## Approval of Items on Consent Agenda

<b>AGENDA ITEM:</b> #L1410-01 Approval of the September 10, 2014 Regular Board Meeting Minutes
<b>AGENDA ITEM:</b> #L1410-02 Approval of the September 10, 2014 Closed Session Meeting Minutes
<b>AGENDA ITEM:</b> #L1410-03 Approval of Employment – Non-Certified Personnel  <b>Name:</b> Kistina Sturdy <b>Position:</b> Individual Student Assistant <b>Program:</b> Early Childhood <b>Terms:</b> Hourly Rate: \$14.10 No. of Days: 141 Start Date: 10/6/2014
<b>AGENDA ITEM:</b> #L1410-04 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. September 2014 Treasurer's Report c. Approval of Bills for Sept. 1 – Sept. 30, 2014 in the amount of \$36,156.77 d. Tentative Approval to Pay Bills from Nov. 1–Nov. 30, 2014 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> 90
<b>Motion:</b> That the LASEC Board of Directors accepts all items listed under Consent Agenda as recommended by the Executive Director.
<b>Motion seconded by:</b> 88
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of</i>

<i>money.)</i>	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 90, 91	
Motion: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-05 Acceptance of Annual Audit for FY14</b>	
<p><b>Summary of discussion:</b> Mr. Dave Myers of Wermer, Rogers, Doran &amp; Ruzon, LLC presented the Annual Audit Report for Year Ended June 30, 2014. Mr. Myers reviewed the Financial Report stating that a test of the Expenditures was conducted without problems. Focus was directed to the FY13/FY14 comparison pages 27-32, noting that as of June 30, 2014 LASEC had a fund balance of \$2.2 million, a slight decrease compared to FY13, however it was noted small fluctuations will often result with organizations that operate on a cash basis. It was also mentioned that with a \$2.2 million fund balance, this maintains LASEC with approximately 9 months’ worth of operating expenses. LASEC reported over \$500,000 in grant expenditures during FY14 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. Additionally, Mr. Myers acknowledged this is the last year his firm was contracted by LASEC to perform audit services and thanked the members of the Board for the opportunity to serve LASEC for the past several years.</p>	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve the Annual Audit Report for the year ending June 30, 2014 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-06 Closed Session Review and Destruction</b>	
<p><b>Summary of discussion:</b> Executive Director recommended maintaining all written minutes as closed.</p> <p>Executive Director recommends the destruction of the closed session recordings held on May 20, 2012, September 12, 2012, October 10, 2012, November 14, 2012 and February 22, 2013 that has been kept during the 18 month period.</p>	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve all written closed session minutes remain closed and approve the destruction of closed session recordings dated: May 9, 2012, September 12, 2012, October 10, 2012, November 14, 2012 and February 22, 2013 as recommended by the Executive Director	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-07 Policy Manual Updates: 460; 5:30; 5:260; 5:330; 7:20; 7:180 – Second Reading Approval &amp; Adoption</b>	
<b>Summary of discussion:</b> Executive Director presented the policy manual updates: 460; 5:30; 5:260; 5:330; 7:20; 7:180 for second reading, approval and adoption.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors approve and adopt policy manual updates 4:60; 5:30; 5:260; 5:330; 7:20; 7:180 as recommended by the Executive Director	
<b>Motion seconded by:</b> 90	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-08 Approval of FMLA – Mary Anne Kosciانيuk</b>	
<b>Summary of discussion:</b> Executive Director presented FMLA Request for Mary Anne Kosciانيuk for Board review and approval.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve the FMLA request for Mary Anne Kosciانيuk due to birth of a child effective 1/23/2015 through 4/29/2015 as recommended by the Executive Director.	
<b>Motion seconded by:</b> 88A	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-09 Approval of Resolution Authorizing Intergovernmental Cooperative Agreement for SCOPE</b>	
<b>Summary of discussion:</b> Executive Director presented the Resolution Authorizing Intergovernmental Cooperative Agreement with SCOPE which is a local organization focusing on the needs of school districts in south and southwest suburban Cook and Will Counties. Their major goal is to provide schools with legislative information and to provide legislators and the Governor with educational information. It was noted that the resolution is not a new practice, however a revised version of the agreement dating back to 1988 creating a more streamlined version.	
<b>Motion made by:</b> 90	
<b>Motion:</b> That the LASEC Board of Directors approve the Resolution Authorizing Intergovernmental Cooperative Agreement for SCOPE as recommended by the Executive Director	
<b>Motion seconded by:</b> 88	
<b>“Yeas”</b>	<b>“Nays”</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-10 Approval of Executive Director's Evaluation for 2013-14 School Year.</b>	
<b>Summary of discussion:</b> The Executive Director presented his evaluation for the 2013-14 school year to be formally accepted.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors accept the Executive Director's evaluation for the 2013-14 school year as recommended by the LASEC Board Chairman.	
<b>Motion seconded by:</b> 90	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

<b>AGENDA ITEM: #L1410-11 Approval of LASEC Executive Director Goals for 2014-15 School Year</b>	
<b>Summary of discussion:</b> Executive Director presented his 2014-2015 LASEC Goals to be formally accepted.	
<b>Motion made by:</b> 88A	
<b>Motion:</b> That the LASEC Board of Directors accept the LASEC Executive Director Goals for the 2014-15 school year as presented and as recommended by the Executive Director.	
<b>Motion seconded by:</b> 90	
<b>"Yeas"</b>	<b>"Nays"</b>
88, 88A, 90, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

**Informational Items:**

<b>AGENDA ITEM: I1410-01 Professional Development Opportunities</b>
<b>Summary of:</b> Member districts were provided with a copy 2014-15 Staff Development Opportunities schedule.

<b>AGENDA ITEM: I1410-02 – Executive Director's Report</b>
<b>Summary of:</b> Executive Director shared the FY14 final billing and the FY15 first quarter billing is currently in process; it is estimated districts will be in receipt of their invoices within the next couple of weeks.
Executive Director distributed to the member districts a copy of the IAASE Legislative Committee Report of their meeting held on September 24, 2014. It was said that the IAASE is seeking to hire a full-time lobbyist to work jointly with the IASA lobbyist.
Executive Director provided member districts with a copy of the ISBE August 2014 Guidance Document. The guidance document provides recommendations, guidance, and examples for districts to use when considering how to evaluate educators' professional practice and for joint committees to utilize when making decisions about how to measure student growth as part of educator evaluation.
Executive Director reminded the Board that for LASEC to remain in compliance with the IDEA grant requirements, LASEC is to retain full copies of each district's audit reports, along with their management letters. Member districts were asked to make sure these documents are submitted to LASEC as soon as possible.

Executive Director urged member districts to submit their IDEA grant claims throughout the school year on a quarterly basis as this will assist in processing reimbursements for the districts in a timely fashion.

**Announcements:** Next Board Meeting is Wednesday, November 12, 2014 at 9:00a.m.

**Approval of Motion to Adjourn**

<b>Motion to adjourn made by:</b> 90
<b>Motion seconded by:</b> 88
<b>Action:</b> <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
<b>Time of adjournment:</b> 10:12a.m.