

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

Open Meeting Minutes

Date: October 14, 2015	Time: 9:21a.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. Lockport Elementary D91	Members absent: 1. Taft D90

Approval of Items on Consent Agenda

AGENDA ITEM: #L1510-01 Approval of the September 9, 2015 Regular Board Meeting Minutes
AGENDA ITEM: #L1510-02 Acceptance of Resignation Name: Michele Hostert Position: Individual Student Assistant Program: Communication Disorder Reason: Personal Effective: 9/18/2015
AGENDA ITEM: #L1510-03 Approval of Employment – Certified Personnel Name: Robert Means Position: Psychologist Program: Taft D90 Terms: Part-Time Daily Rate: \$350.00 No. of Days: 50 Start Date: 9/3/2015 Name: Kara Amedei Position: Speech Language Pathologist Program: Early Childhood Terms: Annual Salary: \$42,562.00 No. of Days: 149 Start Date: 9/23/2015
AGENDA ITEM: #L1510-04 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. September 2015 Treasurer's Report c. Approval of Bills for Sept. 1 – Sept. 30, 2015 in the amount of \$40,729.38 d. Tentative Approval to Pay Bills from Nov. 1–Nov. 30, 2015

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

AGENDA ITEM: #L1510-05 Acceptance of Annual Audit for FY15	
Summary of discussion: Mr. John Michalesko of Gassensmith & Associates, presented the FY15 audit. Reviewing the Independent Auditor’s Report he stated at the close of the fiscal year, LASEC reflected a net balance of \$2,621,516, resulting in a decrease of \$57,230 compared to FY14. However, LASEC’s assets still exceeded liabilities at the end of FY15. Revenue and expenditures both experienced an increase during the year; tuition, LASEC’s main source of revenue, increased by 14%, while state revenue decreased for the Cooperative due to receiving less in personnel reimbursement payments during FY15. In regards to expenditures, it was noted salaries and benefits remain the largest for the Cooperative, representing 76% of FY15 total expenses. Additionally, at the close of the FY15 fiscal year, LASEC’s governmental fund reported a year unassigned fund balance of \$2,250,169 also resulting in a decrease of \$27,838 compared to FY14. LASEC’s capital assets include buildings and improvements, and equipment had resulted in depreciation charges totaling \$30,829, being the majority reason for LASEC’s net decrease. Attention was brought to Statements of Assets, Liabilities, and Fund Balances found on pages 15 & 16 providing a broader overview of how the Cooperative operates including the breakdown of assets, liabilities and sources of revenue. Focus was also brought to the General Fund Statement of Revenues Received, Expenditures Disbursed and Changes in Fund Balance Budget and Actual, located on pages 43 to 46, where the Board could review line by line in more detail LASEC’s financial activities during FY15. In closing it was shared that LASEC received a very clean audit report without any findings and having internal control practices in compliance of areas that were tested during the audit process.	
Motion made by: 88	
Motion: That the LASEC Board of Directors approve the Annual Audit Report for the year ending June 30, 2014 as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas”	“Nays”
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1510-06 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 recordings held on March 12, 2014, December 11, 2013, November 13, 2013 and October 9, 2013 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: May 9, 2012, September 12, 2012, October 10, 2012, November 14, 2012 and February 22, 2013 as recommended by the Executive Director	
Motion seconded by: 88	
“Yeas”	“Nays”
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1510-07 Policy Manual Updates: 2:160; 2:160-E; 2:260; 4:50; 5:50; 5:170; 5:270; 5:290; 7:10; 7:310; 7:325; 8:80– Second Reading Approval & Adoption	
Summary of discussion: Executive Director presented the policy manual updates: 2:160; 2:160-E; 2:260; 4:50; 5:50; 5:170; 5:270; 5:290; 7:10; 7:310; 7:325; 8:80 for second reading, approval and adoption.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors approve and adopt policy manual updates 2:160; 2:160-E; 2:260; 4:50; 5:50; 5:170; 5:270; 5:290; 7:10; 7:310; 7:325; 8:80 as recommended by the Executive Director.	
Motion seconded by: 89	
“Yeas”	“Nays”
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1510-08 Approval of FMLA – Holly Suggs	
Summary of discussion: Executive Director presented FMLA Request for Holly Suggs for Board review and approval.	
Motion made by: 88	
Motion: That the LASEC Board of Directors amend the motion to deny the FMLA request due to the individual not being eligible for leave under FMLA for the period of 11/1/2015 through 12/13/2015.	
Motion seconded by: 88A	
“Yeas”	“Nays”
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1510-09 Approval of FMLA – Jennifer Lasak	
Summary of discussion: Executive Director presented FMLA Request for Jennifer Lasak for Board review and approval.	
Motion made by: 88A	
Motion: That the LASEC Board of Directors amend the motion to deny FMLA request due the individual not be eligible for leave under FMLA for the period 2/25/2016 through 5/23/2016.	
Motion seconded by: 89	
“Yeas”	“Nays”
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1510-10 Approval of LASEC Executive Director Goals for 2015-16 School Year	
Summary of discussion: Executive Director presented his 2015-2016 LASEC Goals to be formally accepted.	
Motion made by: 88	
Motion: That the LASEC Board of Directors accept the LASEC Executive Director Goals for the 2015-16 school year as presented and as recommended by the Executive Director.	
Motion seconded by: 88A	
“Yeas”	“Nays”
88, 88A, 89, 91	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

Informational Items:

AGENDA ITEM: I1510-01 – CLIC Executive Committee Meeting Minutes – August 19, 2015
Summary of: Member districts were provided with a copy of minutes of CLIC Executive Committee Meeting held on August 19, 2015.

AGENDA ITEM: I1510-02 – IAASE Executive Board Legal Update September 30, 2015
Summary of: Member districts were provided with a copy of a legal update distributed by Hodges, Loizzi, Eisenhammer, Rodick & Kohn during the IAASE Executive Board Meeting held on September 30, 2015.

AGENDA ITEM: I1510-03 – U.S. Department of Education Office of Special Education Programs Regarding – LEA, MOE,
Summary of: Member districts were provided with a copy of correspondence from Melody Musgrove, Ed.D. Director Office of Special Education Programs (OSEP), regarding LEA, MOE and IDEA. The correspondence was provided as a questions and answers guide individuals may have regarding the final LEA MOE regulations that were published in the Federal Register on April 28, 2015 that became effective July 1, 2015.

AGENDA ITEM: I1510-04 – Executive Director’s Report

Summary of: Executive Director reminded the member districts their IDEA expenditure reports should be submitted to the LASEC office on a quarterly basis as this will ensure timely processing of their reimbursements.

Executive Director indicated the FY15 Final and FY16 1st quarter billing is being processed and they can expect to be in receipt of both by the end of the month.

Executive Director reminded member districts that LASEC is required to obtain one full copy of each district’s audit report in order to maintain compliance per the IDEA grant guidelines.

Executive Director provided member districts with a copy of the FY16 IDEA Excess Cost timeline he received from Amy Hyde of ISBE. It was noted that worksheets are available and they are due to ISBE by January 31st.

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: 88A

Motion: That the LASEC Board of Directors adjourn to Closed Session.

Motion seconded by: 88

Closed Session Began: 9:55a.m.

Action: Passed Failed

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

“Yeas”	“Nays”
88, 88A, 89, 91	

Return to Open Session: 10:23a.m.

Motion made by: 88

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

Seconded by: 88A

Announcements: Next Board Meeting is Thursday, November 12, 2015 at 9:00a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 88
Motion seconded by: 88A
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 10:25a.m.