

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

Open Meeting Minutes

Date: October 10, 2012	Time: 9:01a.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: Mrs. Donna Gray	
Members in attendance: 1. Chaney-Monge D88 2. Richland D88A 3. Fairmont D89 4. Lockport Elementary D91	Members absent: Taft D90

Approval of Items on Consent Agenda

AGENDA ITEM: #L1210-01 Approval of the September 12, 2012 Regular Board Meeting Minutes
AGENDA ITEM: #L1210-02 Approval of Minutes of the September 12, 2012 Closed Session Meeting
AGENDA ITEM: #L1210-03 Approval of Minutes of the September 14, 2012 Special Board Meeting
AGENDA ITEM: #L1210-04 Acceptance of Resignation Name: Karen Ward Position: Program Secretary/Receptionist Program: LASEC Central Office Reason: Personal Effective: 7/21/2012
AGENDA ITEM: #L1210-05 Approval of Employment – Non-Certified Personnel Name: Michelle Grifford Position: Program Secretary/Receptionist Program: LASEC Central Office Terms: Full-Time Annual Salary: \$30,000 Start Date: 9/24/2012
AGENDA ITEM: #L1210-06 Acceptance of Financial Report a. Monthly Revenue and Expenditure Report b. September 2012 Treasurer's Report c. Approval of Bills for Sept. 1 – Sept. 30, 2012 in the amount of \$37,113.95 d. Tentative Approval to Pay Bills from Nov. 1 – Nov. 30, 2012 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: 89	
Motion: That the LASEC Board of Directors accepts all items listed under Consent Agenda as presented by the Executive Director.	
Motion seconded by: 88A	
Roll Call: <i>(Needed when consent agenda contains an item involving the expenditure of money.)</i>	
“Yeas” 88, 88A, 89, 91	“Nays”
Motion: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1210-07 Acceptance of Annual Audit for FY12	
Summary of discussion: Ms. Elizabeth Shields of Wermer, Rogers, Doran & Ruzon, LLC presented the Annual Audit Report for Year Ended June 30, 2012. Ms. Shields reviewed the Annual Financial Report with the Board. It was shared that The Cooperative’s Tuition Revenues were under budget by approximately \$500,000. State Source Revenue increased by \$64,000 due to receipt of Special Education Personnel Reimbursement payments; grants from federal sources decreased approximately \$112,000 due to cessation of the American Recovery and Reinvestment Act awards. Ms. Shields stated that the Executive Director is doing an excellent job in managing the budget while maintaining the Cooperative’s expenses below budget. The IDEA Grant was tested with no problems. In regards to GASB 54, the cooperative has a well written fund balance policy that was adopted last year; the only finding, is 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.	
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: 88A	
Motion: That the LASEC Board of Directors approve the Annual Audit Report for the year ending June 30, 2012 as presented and as recommended by the Executive Director.	
Motion seconded by: 88	
“Yeas” 88, 88A, 89, 91	“Nays”
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	

AGENDA ITEM: #L1210-08 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 17, 2011, February 24, 2011 and March 9, 2011 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 17, 2011, February 24, 2011 and March 9, 2011 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	

Informational Items:

AGENDA ITEM: #I1210-01 Illinois Central School Bus – Proposal Two Year Extension
Summary of discussion: Executive Director presented a proposal for a two year contract extension with Illinois Central School Bus. The first year would begin with 2013-14 school year and increase by 9.75% compared to 2012-13 school year; 2014-15 school would experience by an additional 3% increase. It was explained reason for the higher increase in the first year is due to the uncertainty of the fuel prices and their facility’s anticipated wage/benefits increase. Additionally, Illinois Central School Bus noted they have been providing services benefiting the Cooperative at no additional cost; Everyday Solutions Real Time GPS on every bus, air conditioning on every bus and two camera digital recording systems on every bus. The LASEC Board of Directors was in agreement regarding the first year rate increase being too high. It was suggested that the Executive Director contact Dan O’Brien, Director of Business Development/Illinois Central School Bus, to discuss a more reasonable rate increase. Additionally, the Executive Director stated that he is working with the District 205 business manager on negotiating the extension. The Executive Director will follow up and provide additional information at future meetings.

AGENDA ITEM: #I1210-02 ISBE Support Services 70/30 Deviation Forms and Instructions
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: #I1210-03 ISBE Support Services Class Size/Age Range Deviation Forms and Instructions
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: #1210-04 ISBE Special Education Data Road Map-Navigating Through State and Federal Data Requirements

Summary of discussion: Member districts were provided with a copy the "*ISBE Special Education Data Road Map*". Executive Director stated this was updated August 2012 from a prior version that was previously provided to them and is a very good resource for special education administrators. The purpose of this document is to help districts and special education cooperatives understand the "big picture" of special education data in Illinois by showing the process between district's reporting of data to ISBE and the final reports and decisions based on these data; to give districts and special education cooperatives a better understanding of how their data drives decision making to improve results for students with disabilities statewide.

AGENDA ITEM: #1210-05 SCOPE-Newsletter: September 2012

Summary of discussion: Member districts were provided with a copy of the September, 2012 SCOPE Newsletter "The Year in Review 2011-12".

AGENDA ITEM: 1210-06 – Executive Director's Report

Summary of: Executive Director reminded the member districts that their Timely and Meaningful Consultations are to be completed by October 15th and submitted to ISBE by no later than November 1st. He shared he is currently in receipt of 2 out of 5 submissions.

Executive Director reiterated member districts are required by IDEA to provide a copy of their full audit report including their management letter for FY12 to LASEC.

Executive Director shared all IDEA grant amendments have been received and thanked the member districts for completing and submitting them in a timely manner.

Executive Director stated that the FY12 Final Billing and the FY13 first quarter billing will be distributed shortly.

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: 91	
Motion: That the LASEC Board of Directors adjourn to Closed Session.	
Motion seconded by: 88	
Closed Session Began: 9:34a.m.	
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	
<i>(If a roll call vote occurred, record the vote of individual Board members.)</i>	
“Yeas”	“Nays”
88, 88A, 89, 91	

Return to Open Session: 10:09a.m.
Motion made by: 88A
Motion: That the LASEC Board of Directors return to Open Session.
Seconded by: 89

Announcements: Next Board Meeting is Wednesday, November 14, 2012 at 9:00a.m.

Approval of Motion to Adjourn

Motion to adjourn made by: 88A
Motion seconded by: 89
Action: <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed
Time of adjournment: 10:10a.m.