

**MINUTES FOR,  
LEYDEN AREA SPECIAL EDUCATION COOPERATIVE  
EXECUTIVE COMMITTEE BUSINESS MEETING**

Held at 9:30 a.m. on Tuesday, August 7, 2018, in the Conference Room of the LASEC offices, located at 10401 W. Grand Avenue, Franklin Park, Illinois.

1. **Call to Order**

Mr. Prather called the meeting to order at 9:50 a.m.

Roll call: Present: Wade, Ramsay, Prather, Petrasek

Absent: Katzin, Katzin arrived 9:56

2. **Public Comment**

None

3. **Closed Session**

Motion to enter closed session at 9:51 a.m. by Mrs. Petrasek seconded by Mrs. Ramsay for the areas listed below.

“The appointment , employment, compensation, discipline, performance and, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” 5 ILCS 120/2 (c) (1).

“The placement of individual students in special education programs and other matters relating to individual students.” 5 ILCS 102/2(c)10.

“Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.” 5 ILCS 102/2(c)11.

Roll call to approve the motion to enter closed session:

Ayes: Wade, Ramsay, Prather, Petrasek

Nays: None

Absent: Katzin

Motion Carried.

Motion to exit closed session at 10:49 a.m. by Mrs. Petrasek seconded by Dr. Wade

Roll call:

Ayes: Wade, Ramsay, Prather, Petrasek, Katzin

Nays: None

Motion carried.

#### **4. Call to Order**

Mr. Prather called the meeting to order at 10:50 a.m.

Roll call:

Present: Wade, Ramsay, Prather, Petrasek, Katzin

#### **5. FOIA-Joe Hart from IL Education Assoc/NEA**

The FOIA was responded to with the timeframe of the request.

#### **6. Discussion Item**

##### June 2018 Cash Flow Report

Mrs. Pembroke gave an update as to LASEC's cash flow. There are no significant variances from the budget.

##### MOE update

Mrs. Pembroke shared with the Executive Committee that all member districts met MOE.

##### FY19 Budget

Mrs. Pembroke shared additional information regarding the overall tentative budget and the tentative budget by cost centers.

##### Early Childhood Special Education Classroom Counts and IFSP Predictions

LASEC will continue to monitor the movement and the addition of incoming of early childhood students and the needs of the member district and will provide an update in September.

##### Procedural Change in Allocating IDEA Flow-Through and Pre-School Funds

Beginning in the 19/20 school year, IDEA allocations will be going directly to the districts not the cooperative. Recommended that a detailed plan be prepared for September meeting for discussion and possibly action by the Executive Committee.

##### Articles of Agreement

The Executive Committee discussed potential changes to the language of the membership section of the articles of agreement.

##### Technical Assistance Supervisor/Private Facility Coordinator Evaluation Rubric

A rubric was created for the current Private Facility Coordinator based on the updated job description from last year.

##### Retirement Planning Program

Retirement Planning Program will be suspended until further notice due to legislative changes which occurred this year.

##### Employee Handbook for Licensed Staff

Dr. McGuffin presented the new Employee Handbook for Licensed staff and pointed out the updated language from the previous handbook.

Employee Handbook for Educational Support Personnel

Dr. McGuffin presented the Educational Support Personnel handbook.

**7. Consent Agenda Items**

1. Accounts Payable Dated: 5/25/18-7/31/18 \$1,279,423.88
2. EC Special Meeting Minutes Dated August 2, 2018
3. EC Special Meeting Closed Session Minutes Dated August 2, 2018
4. Employment of Personnel- Certified, Non-Certified for FY19 School Year
5. RCM Health Care Services Vicki Schwetschneau Occupational Therapist
6. Revision to wage agreement for Private Facility Coordinator

Motion to approve the consent agenda as presented by Dr. Wade, seconded by Dr. Katzin

Rollcall:

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried.

**8. Action Items**

1. FY19 Budget

Motion to approve the FY19 tentative budget as presented by Mrs. Petrasek, seconded by Dr. Wade.

Roll call:

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried.

2. FY19 Easter Seals Contract for Professional Development and Coaching

Motion to approve the FY19 Easter Seals Contract for Professional Development and Coaching as presented by Dr. Wade, seconded by Mrs. Ramsay.

Roll call:

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

3. Top Echelon Contracting, LLC./ PediaStaff

Motion to approve the Top Echelon Contracting, LLC/Pedia Staff contract for 18-19 as presented by Dr. Wade, seconded by Mrs. Petrasek.

Roll call:

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

4. Technical Assistance Supervisor/Private Facility Coordinator Evaluation rubric

Motion to approve the Technical Assistance Supervisor/Private Facility Coordinator Evaluation rubric as presented by Dr. Wade, seconded by Mrs. Petrasek.

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

5. Retirement Planning Program

Motion to suspend the Retirement Planning Program until further review as presented by Dr. Wade, seconded by Mrs. Petrasek.

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

6. Intergovernmental Agreement Withdrawal of Norridge School District #80 from LASEC

Motion by Dr. Wade, seconded by Mrs. Petrasek, to approve the agreement, entitled, "Intergovernmental Agreement Withdrawal of Norridge School District #80 from LASEC", substantially in the form presented by the Executive Director and to request the Board of Education of LASEC's administrative agent, Mannheim School District #83, to approve the agreement following approval and signature of the agreement by the Norridge School District #80 Board of Education.

Roll call:

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

7. Employee Handbook for Licensed Staff

Motion to approve the Employee Handbook for Licensed Staff as amended by Dr. Wade , seconded by Mrs. Petrasek.

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

8. Employee Handbook for Educational Support Personnel

Motion to approve the Employee Handbook for Educational Support Personnel as presented by Dr. Wade, seconded by Mrs. Ramsay.

Ayes: Wade, Prather, Petrasek, Katzin, Ramsay

Nays: None

Motion Carried

8. **Items Initiated by Executive Committee**

None

9. **Adjournment**

Motion to adjourn at 11:59 a.m. by Mrs. Petrasek, seconded by Dr. Wade.

Ayes: Wade, Ramsay, Prather, Petrsek, Katzin, Ramsay  
Nays: None  
Motion Carried.

Respectfully submitted,

Melinda McGuffin  
Executive Director