

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

Held at 9:30 a.m. on Tuesday, December 11, 2018, in the Conference Room of the LASEC offices, located at 10401 W. Grand Avenue, Franklin Park, Illinois.

**1. CALL TO ORDER / ROLL CALL**

Mr. Maguire called the meeting to order at 9:35 am.

Roll Call:

Present: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Wade, Rashid (arrived at 10:02 am)

Absent: Andersen

**2. PUBLIC COMMENTS**

No comments

**3. DISCUSSION / INFORMATION ITEMS**

October 2018 Cash Flow Report

Ms. Pembroke reviewed the cash flow report. The second admin billing and tuition billing will be sent out in December.

LASEC Personnel Update

Dr. McGuffin reported that Christopher Shaw, school psychologist has agreed to add .5 FTE. Occupational Therapist through Supplemental Health Care has been secured. Ana B has been supporting. .1FTE of school psychologist time currently not filled for Leyden, this assignment was primarily for parochial evaluations which have now dropped down to 3.

IDEA Allocation Procedural Change

Ms. Pembroke reviewed IDEA procedural changes. She has contacted each District's business manager or equivalent person regarding the proposed changes to the grant management process.

Rich Lee Transportation Services for FY20

Dr. McGuffin reported on a conversation with Rich Lee representatives regarding extension of contract.

LASEC Licensed Employee Handbook

Dr. McGuffin reviewed the proposed handbook. The retirement section was reviewed, length of day, discussion of adding language regarding what would happen should an employee who retires has received an increase over 3% and the possibility of penalties due to changes in legislation. Dr. McGuffin will make additional changes and return in January for review of updated sections. Moving forward LASEC staff will follow the sign in and out procedures as established by their school of assignment.

LASEC Non-Licensed Employee Handbook

Dr. McGuffin reviewed the proposed handbook. Moving forward LASEC staff will follow the sign in and out procedures as established by their school of assignment.

Website Upgrade Contract

Ms. Pembroke discussed that the current website is not ADA compliant. The current provider has not been responsive to address the issue. The upgrade will be a one-time event and then they will host the website.

Articles of Agreement Amendments

Ms. Pembroke reviewed the proposed changes to the articles of agreement as are believed to be required by the FY20 IDEA procedural changes.

FY20 Raises

Dr. McGuffin facilitated a discussion on the proposed raises for staff. A range comparison was provided across the LASEC membership as well as projected costs of an increase.

**4. CONSENT AGENDA**

Accounts Payable Dated: 11/13/2018-12/5/2018 - \$85,082.44

EC Special Meeting Minutes Dated November 13, 2018

EC Special Meeting Closed Session Minutes Dated November 13, 2018

EC Special Meeting Minutes Dated November 19, 2018

EC Special Meeting Closed Session Minutes Dated November 19, 2018

Motion to approve the consent agenda as presented by Dr.Polyak, seconded by Dr. Kopta.

Roll call:

Ayes: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade

Nays: None

Absent: Andersen

Motion carried.

**5. ACTION ITEMS**

1. Employment of Tabatha James, 1.0 FTE Occupational Therapist contracted through Supplemental Health Care

Motion to approve the employment of Tabatha James, 1.0 FTE Occupational Therapist contracted through Supplemental Health Care, presented by Dr. Wade seconded by Mrs. Petrasek.

Ayes: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade

Nays: None

Absent: Andersen

Motion Carried.

2. Preschool and Kindergarten Locations 2019-2020

Motion to approve the preschool and kindergarten locations for the 2019-2020 school year (Union Ridge- 2 sections ECSE and 1 KSE, Pietrini-1 section Autism ECSE for a ½ day, preschool option at Enger), presented by Dr. Katzin, seconded by Mr. Prather.

Ayes: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade  
Nays: None  
Absent: Andersen  
Motion Carried.

3. Life High School Program Locations 2019-2020

Motion to approve the Life High School Program Locations as Leyden High Schools and Ridgewood High School for 2019-2020 school year as presented by Dr. Polyak, seconded by Mrs. Petrasek.

Ayes: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade  
Nays: None  
Absent: Andersen  
Motion Carried.

4. LASEC Licensed Employee Handbook-tabled

5. LASEC Non-Licensed Employee Handbook-tabled

6. Website Upgrade Contract

Motion to approve the Website Upgrade Contract as presented by Dr. Kelsall and seconded by Dr. Wade.

Ayes: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade  
Nays: None  
Absent: Andersen  
Motion Carried

7. FY20 raises

Motion to approve a 2.5% increase presented by Dr. Katzin and seconded by Mrs. Petrasek.

Ayes: Petrasek, Katzin, Kopta, Polyak, Kelsall, Rashid, Wade  
Nays: Maguire, Prather  
Absent: Andersen  
Motion Carried

**6. Closed Session**

Motion to enter closed session at 11:25 a.m. by Dr. Katzin, seconded by Mr. Prather for the area listed below:

Roll Call to approve the motion to enter closed session:

Present: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade

Absent: Anderson

Motion carried.

“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)

Motion to exit closed session at 11:02 p.m. was presented by Dr. Katzin, seconded by Mr. Prather

Roll call:

Present: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade

Absent: Anderson

Motion carried.

**7. ITEMS INITIATED BY EXECUTIVE COMMITTEE**

**8. ADJOURNMENT**

Motion to adjourn at 12:06 p.m. by Dr. Rashid , seconded by Dr. Wade.

Ayes: Prather, Petrasek, Katzin, Kopta, Polyak, Kelsall, Maguire, Rashid, Wade

Nays: None

Absent: Anderson

Motion Carried.