

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

Held at 9:30 a.m. on Tuesday, January 15, 2019, 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 a.m.

Roll Call:

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

Absent: Polyak, Rashid

2. PUBLIC COMMENTS

No comments

3. **FOIA-** Jennifer Smith Richards –Chicago Tribune and Jodi S. Cohen ProPublica
The FOIA was responded to within the timeframe requested.

4. DISCUSSION / INFORMATION ITEMS

November 2018 Cash Flow Report

Ms. Pembroke reviewed the cash flow report. January tuition pre-bills were sent out. 1st quarter admin bills have been received. 2nd quarter bills will go out this month. Currently working on excess cost.

FY18 Audit

Ms. Pembroke reviewed the audit. Our auditors expressed an unqualified opinion on the financial statements. No findings were issued and noted no material weaknesses in the internal control procedures.

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 Blazevic has been supporting the compensatory time makeup. .1FTE of school psychologist time currently not filled for Leyden, this assignment was primarily for parochial evaluations which have now dropped down to 3.

LASEC Licensed and Non-Licensed Employee Handbooks

Dr. McGuffin noted that Franczek Radelet is still reviewing the handbooks and will be on the agenda in February. Please anticipate that Mr. Faulkner will attend to answer questions relative to the handbook revisions.

Articles of Agreement Revisions

Ms. Pembroke and Dr. McGuffin reviewed the proposed changes to the articles of agreement as are believed to be required by the FY20 IDEA procedural changes following the review by Franczek Radelet. All revisions are agreed upon at this time. On Friday we received guidance

from ISBE in the area of procurement and contracting and paying for shared services (transportation and OT/PT). We will send this info on the Franczek for consideration in the LASEC articles and bring back in February.

LASEC Staff Allocations FY20

Dr. McGuffin and Mrs. Pembroke reviewed the Technical Assistance Supervisor and Psychologist projected allocations for FY20. Alternative forms for computing assignment and need such as 12/1 count, severity of student need and not splitting a day in the assignment were discussed.

LASEC Procedures Ensuring Comprehensive Programming for Children with Disabilities

Dr. McGuffin highlighted the changes to the procedures for the comprehensive programming for children with disabilities after a review and discussion with Franczek. Significant changes included the addition of the language regarding assistive technology and the section on Medicaid. All other suggested changes reflect current practice and are language based.

Occupational Therapist Contractual Services

Dr. McGuffin shared items relative to the need and use of Occupational Therapists across the districts including need for additional time for PT conferences, pre-school screening, RTI/MTSS and others. Discussion of the cost of services and the advantages of hiring Occupational Therapist directly. Additional information will be collected for February. Pennoyer expressed its interest in hiring its own Occupational Therapist directly.

Child Count Certification Training

Dr. McGuffin shared the information from ISBE regarding the need for Superintendents to certify the child count numbers during the March window in I-STAR. LASEC will set up a time with each Superintendent during the window and walk them through the process. Additional information is needed about what this will look like in ISTAR.

5. CONSENT AGENDA

Accounts Payable Dated: 12/6/2018 – 1/10/2019 \$160,151.84

EC Meeting Minutes Dated December 11, 2018

EC Meeting Closed Session Minutes Dated December 11, 2018

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

Roll call:

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

Nays: None

Absent: Polyak, Rashid

Motion carried.

6. ACTION ITEMS

Employment of Christopher Shaw, 37.5 hours/week School Psychologist contracted PediaStaff.

Motion to approve the employment of Christopher Shaw school psychologist contracted through PediaStaff by Dr. Wade, seconded by Mr. Andersen.

Roll call:

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

Nays: None

Absent: Polyak, Rashid

Motion carried.

Rich Lee Transportation Services for FY20

Motion to approve the Rich Lee contract as presented by Mrs. Petrasek, seconded by Dr. Katzin

Roll call:

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

Nays: None

Absent: Polyak, Rashid

Motion carried.

LRP Conference attendance, Monica Potempa

Motion to approve the attendance of Monica Potempa at the LRP conference in April 2019 by Mrs Petrasek, seconded by Mr. Andersen.

Roll call:

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

Nays: None

Absent: Polyak, Rashid

Motion carried.

FY18 Audit

Motion to approve the FY18 audit by Mr. Prather seconded by Mrs. Petrasek.

Roll call:

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

Nays: None

Absent: Polyak, Rashid

Motion carried.

LASEC Articles of Agreement Revisions- tabled

7. Closed Session

Motion to enter closed session at 10:44 a.m. by Dr. Wade, seconded by Mrs. Petrasek for the area listed below:

Roll Call to approve the motion to enter closed session:

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

Absent: Polyak, Rashid

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 11:38 a.m. was presented by Mr. Prather, seconded by Dr. Kelsall.

Roll call:

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

Absent: Polyak, Rashid

Motion carried.

8. CALL TO ORDER / ROLL CALL

Mr. Maguire called the meeting to order at 11:39 a.m.

Roll Call:

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

Absent: Polyak, Rashid

9. ITEMS INITIATED BY EXECUTIVE COMMITTEE

10. ADJOURNMENT

Motion to adjourn at 11:40 a.m. by Mr. Prather, seconded by Dr. Kelsall.

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

Nays: None

Absent: Polyak, Rashid

Motion Carried.

Respectfully submitted,

Melinda R. McGuffin