

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

Held at 9:30 a.m. on Tuesday, February 19, 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 9:33 a.m.

Roll Call:

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

Absent: Wade

2. PUBLIC COMMENTS

No comments

3. DISCUSSION / INFORMATION ITEMS

December 2018 Cash Flow Report and Financial Report

Ms. Pembroke reviewed the cash flow report. First IDEA reimbursement will go out in February. The 2nd admin billing was sent out the first week in February 2019.

IDEA Excess Cost Completion

Due January 31, 2019. All districts have completed excess cost computations. All worksheets were submitted and to ISBE and approved.

Occupational Therapist Positions for FY20

Ms. Pembroke reviewed the analysis of hiring OT/PT versus contracting. Discussion of the costs including payroll, benefit contribution, the value of hiring LASEC OTs, and evaluation/training of new staff. Dr. McGuffin described the timelines for contracts and how OT's are assigned to districts. Range of needs of districts was discussed. Next steps include researching benefits provided by other cooperatives and drafting of updated job description.

OT PT Allocations and Contracts for FY20

Dr. McGuffin explained the workload analysis for determination of time needed for districts. In addition she discussed current and anticipated amount for FTE increase for FY20 of .4 FTE. Asked for opportunity to begin contract discussions for FY20. Approved with a rate not to exceed 1.5% increase.

IDEA Procedural Change Extension

Ms. Pembroke explained that there is a need for the Executive Committee to take action on the IDEA procedural change acknowledgement and extension application. ISBE requires a commitment from the Cooperative in March 2019.

Child Count Certification in I-Star

Ms. Pembroke explained that the Child Count is updated weekly in February. Certification completed by the districts in ISTAR between March 18-27. LASEC staff will be available to answer questions and provide any needed technical assistance through February and March regarding the certification numbers and process.

LASEC Summer Hours

Dr. McGuffin recommended keeping the same summer schedule as last year, 4 day work week.

Designation of Individuals to Work on the Budget for FY20

Dr. McGuffin recommended that Ms. Pembroke be designated to begin work on the budget for FY20.

TAS Allocations for FY20

Discussion of District TAS needs and roles and responsibilities in Districts. Considerations of no less than 1 full day in a district, no .5 assignments. Review and revision of current job description. Potential 3 year commitment to assignment with an additional FTE purchase. Expanded role to TAS for evaluations as requested. Floater TAS position pros and cons discussed. Current allocation, known purchases to identify remaining FTE need and assignments were discussed. TAS completed job description responsibility survey for review. Review implications of formula change from ADA to use of 12/1 count and impact on FY20 allocations.

Psychologist Allocations for FY20

Current FY19 at 6.3 allocation of this amount 1.8 are contracted school psychologists. Discuss options regarding continuation on contracting, buy-out of contract personnel, direct hires. Review and discussion of costs of payroll and benefits. Review and discuss current allocation and anticipated allocation for FY20. Interviews are ongoing.

4. CONSENT AGENDA

Accounts Payable Dated: 1/11/2018 – 2/8/2019 \$137,448.17

EC Meeting Minutes Dated January 15, 2019

EC Closed Session Minutes Dates January 15, 2019

EC Meeting Minutes Dates February 5, 2019

EC Meeting Closed Session Minutes Dated February 5, 2019

Motion to approve the consent agenda as presented by Mr. Andersen, seconded by Dr. Rashid.

Roll call:

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

Nays: None

Absent: Wade

Motion carried.

5. ACTION ITEMS

Occupational Therapist Positions for FY20

Tabled

Approval of LASEC Staff Allocation for Licensed staff for FY20 school year

Tabled

Approval of LASEC Allocations for Educational Support Personnel for the FY20 school year

Motion to approve the ESP staff allocations as presented by Mr. Prather, seconded by Mrs. Petrasek.

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

Nays: None

Absent: Wade
Motion carried.

Approval of LASEC Staff Allocations for OT, PTs and contract negotiations for the FY20 school year

Motion to approve only the range of a 1.5% increase for contract negotiations as presented by Mrs. Petrasek seconded by Mr. Prather.

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

Nays: None

Absent: Wade

Motion carried.

Approval of IDEA Procedural Change Extension

Motion to approve as presented the IDEA procedural change acknowledgement and extension application by Mr. Andersen, seconded by Dr. Rashid.

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

Nays: None

Absent: Wade

Motion carried.

Approval for Designation of Individuals to Work on the Budget for FY20

Motion to approve Mrs. Cinda Pembroke to begin work on the FY20 budget as presented by Dr. Kelsall, seconded by Mrs. Petrasek.

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

Nays: None

Absent: Wade

Motion carried.

Approval of LASEC Summer Hours

Motion to approve LASEC summer hours as presented by Dr. Kelsall, seconded by Dr. Rashid.

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

Nays: None

Absent: Wade

Motion carried.

6. CLOSED SESSION

There was no closed session.

7. ITEMS INITIATED BY EXECUTIVE COMMITTEE

None

8. ADJOURNMENT

Motion to adjourn at 11:43 a.m. by Mrs. Petrasek, seconded by Dr. Kelsall.

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

Nays: None

Absent: Wade

Motion Carried.

Respectfully submitted,

Melinda R. McGuffin