

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

Held at 9:30 a.m. on Tuesday, March 12, 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, Wade, Maguire, Rashid, Polyak

Absent: Kelsall, Andersen

2. PUBLIC COMMENTS

No comments

3. CLOSED SESSION

Motion to enter closed session at 9:36 a.m. by Dr. Kopta, seconded by Dr. Wade for the purpose of discussing "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)

Roll Call:

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

Absent: Kelsall, Andersen

Motion to exit closed session at 9:45 by Dr. Polyak, seconded by Mrs. Petrasek.

4. CALL TO ORDER

Mr. Maguire called the meeting to order 9:46 a.m.

Roll Call:

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

Absent: Kelsall, Andersen

5. DISCUSSION / INFORMATION ITEMS

January 2018 Cash Flow & Financial Report

Ms. Pembroke reviewed the cash flow and financial report. There was no significant variations from budget. The 2nd OT PT billing will go out this month.

DuPage West Cook Articles of Agreement

Additional changes to the DuPage West Cook Articles of Agreement will be coming up for a vote in summer. The information will be sent out in the summer. An updated resolution to seat Dr. Welch as the representative for the DuPage West Cook Governing Board will be presented in April. The alternate can remain the same if you choose.

Pietrini Structured Learning/Autism Class for FY20

Dr. McGuffin reported that the Pietrini Structured Learning/Autism Class for the 19-20 school year has only one enrolled student. There are alternative programming options available. Within the cooperative, Enger School may be appropriate to meet student needs. The cooperative member districts have also used the services of NTDSE and NDSEC. Discussion of the available programs available to the member districts and the current programming within districts. Dr. Kopta indicated that she has a cohort of students and would be interested in exploring the option of hosting other district students.

Director's Report

The transition activities with the director were reviewed. Dr. Welch had a meet and greet day with participants from both LASEC and the partner districts. In addition she is meeting with staff and learning about LASEC operations. In addition, Dr. McGuffin shared about recent changes to student reporting in ISTAR which captures the student fund code based on placement/attendance. Dr. McGuffin also mentioned HHI student change in funding and the impact financially regarding reimbursement and the importance of coding students accurately between SIS and ISTAR for attendance purposes.

Technical Assistance Supervisor Job Description

The proposed additions and changes drafted by the committee following survey input from the TAS and Director and incoming Director were discussed. Two members of the committee will meet with the TAS on March 19, 2019 to get their input on the proposed changes.

Occupational Therapist Job Description

Dr. McGuffin presented the first draft of OT job description.

Occupational and Physical Therapist Coordinator Job Description

Dr. McGuffin presented a suggested change to the current OT/PT coordinator's job description to line it up with the proposed OT job description.

TAS/Psyche Starting Salaries

Mrs. Pembroke provided the practical history of the starting salaries of TAS and psychologists as well as local comparison data including current staff salaries and longevity.

Professional Development FY20 and Beyond

Mrs. Potempa discussed the expanding the input of member districts through re-establishing the professional development committee to include individuals with the authority to make decisions on behalf of their district for FY20. Discussion to pilot procedures for FY21. Dr. Rashid will lead the committee. A participation survey will be sent out and the committee will convene in April 2019.

OT PT Allocations, Cost & Contracts for FY20

Dr. McGuffin reviewed the current cooperative wide allocation. In conjunction with the ongoing withdrawal Elmwood Park 401 from LASEC a next step in the transition will be for EPCUSD #401 to begin to provide for their own related services needs in FY20. In addition, LASEC will actively seek to directly hire OT staff for the upcoming FY20 term. Current contractual staff who chose to apply and be interviewed would be subject to the buyout provision of the current contract.

TAS Allocations for FY20

Dr. McGuffin and Mrs. Pembroke share the TAS allocations and projected assignments based on FTE for the FY20 school year. The Executive Committee provided insight and directions in to their respective District needs moving forward. The use of a floating .4 FTE of TAS was suggested to alleviate times where there is congestion in the meeting process or other conflicts where additional occasional assistance could be beneficial. Tentative assignments were made and will be reviewed by the committee again in April. Mrs. Pembroke will provide financial cost information for Districts wishing to purchase additional FTE.

Psychologist Allocations for FY20

Dr. McGuffin and Mrs. Pembroke shared the psychologist allocations and projected assignments based on FTE and where TAS are assigned to schools. One factor that impacts both groups are days for meetings when both TAS and psych need to be present. Dr. McGuffin shared a scenario to move meetings off Fridays and to open up Enger meeting times by keeping Friday staffings and adding an additional day in the week. Discussion of the impact in the change of set dates-per parent request can not be avoided. Consider .4 float to cover Enger staffings? Goal is to maintain stability and longevity in assignments to the greatest degree achievable. Assignments are refilled by placing new staff into the existing vacancy vs removing current staff from an assignment.

6. CONSENT AGENDA

Accounts Payable Dated: 2/9/2019 –3/6/2019 - \$91,696.15

EC Meeting Minutes Dated February 12, 2019

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

Roll call:

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

Nays: None

Absent: Kelsall, Andersen

Motion carried.

7. ACTION ITEMS

Pietrini Structured Learning/Autism Class for FY20

Motion to approve the closing of the Pietrini Structured Learning/Autism Class for FY20 as presented by Dr. Wade, seconded by Mr. Maguire.

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

LASEC Staff Allocations for Licensed Staff for the FY20 school year

Motion to approve LASEC staff allocations for licensed staff for the FY20 school year by Mr. Maguire, seconded by Dr. Kopta.

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

LASEC Allocations for OT/PTs FY20 School Year

Motion to approve the cooperative wide OT/PT allocations with the removal of the associated OT FTE from Elmwood Park #401 as presented by Dr. Polyak, seconded by Mr. Prather.

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

Infinitec Contract FY19-20

Motion to approve the Infinitec Contract for FY 19-20 as presented by Mrs. Petrasek, seconded by Mr. Maguire.

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

TAS/Psychologist Starting Salaries

Motion to approve TAS/Psychologist starting salaries to be based on CPI or 2% added to the starting year salary not to exceed 2% to be reviewed in summary after every 3rd year as presented by Dr. Polyak, seconded by Dr. Kopta.

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

8. CLOSED SESSION

Not held

9. ITEMS INITIATED BY EXECUTIVE COMMITTEE

None

10. ADJOURNMENT

Motion to adjourn at 1:26 a.m. by Dr. Kopta, seconded by Dr. Polyak.

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

Respectfully submitted,
Melinda R. McGuffin