

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

Held at 9:30 a.m. on Tuesday, April 9, 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 9:30 a.m.

Roll Call:

Present: Prather, Katzin, Kopta, Wade, Maguire, Polyak , Andersen, Kelsall

Absent: Rashid, Petrasek

2. PUBLIC COMMENTS

No comments

3. DISCUSSION / INFORMATION ITEMS

February 2019 Cash Flow & Financial Report

Ms. Pembroke have incurred 58.75% of budgeted revenue. The 3rd Admin billing will go out in April.

DuPage West Cook Governing Board Representation Resolution

Dr. McGuffin shared that Dr. Welch should be considered as the DuPage West Cook representative and continue Mrs. Petrasek as the alternate.

Director's Report

Dr. McGuffin reviewed current bills being sponsored including SB1757 Excess Cost, SB0209 Joint Agreement Changes, SB2025 Rtl. Also, Dr. Welch is continuing her transition activities and will be meeting with administrators during April.

New Excess Cost Deadline for Summer 2019

The excess cost claim is now due July 15. There is a tight timeline to complete the claim with the need for final payroll information. Districts have received funds for excess cost claims in the past.

Professional Development FY20 and Beyond

The committee has formed and will meeting on April 29th.

Medicaid Billing Procedures

Ms. Pembroke will be contacting districts for a contact to support Medicaid billing. There have been instances where we need administrative support to assist in addressing timely submission of billing.

Consolidated District Plan Assistance from LASEC

The cooperative is available for support to complete the plan. We can provide assistance with Timely and Meaningful Consultation. The TMC meetings will be in late May. We can also provide additional information related to your district's needs assessment. Lastly, we can also provide information regarding professional development identified needs.

Needs Assessment Follow-Up

Dr. McGuffin reviewed the results of the follow up needs assessment survey that was sent out in March. Following a brief discussion, it was determined to resend the survey with revised instructions to gather more information. In addition, there was a discussion on the impact of the closing of Bridgeview/Challenger and St. Joseph Academy. Each district received a list of their students who are served out of district for review. Dr. Kelsall expressed that 234 is researching opening a program to serve students at the high school. There will be a follow up opportunity on April 18 for a small committee to look at the continuum available and discuss student needs and opportunities.

OT PT Allocations, Cost & Contracts for FY20

PT allocations will stay the same at 2.0. OT allocations are still being reviewed, and 401 has been removed from the allocation. Interviews have been started. D401 will purchase their own supplies and materials for the 19-20 school year and will not be included in the OT-PT billing. The direct hire rate has been set at \$51,650.00 with no longevity or experience increase. Increases in compensation beyond the base year will be determined annually by the Executive Committee for employees. The base in subsequent years will increase by CPI and be reviewed after 2 years.

TAS Allocations for FY20

TAS allocations were reviewed and confirmed. Assignments were reviewed and confirmed.

Psychologist Allocations for FY20

Psychologist allocations were reviewed. Interviews are in progress.

Imagetec Copier Lease

Ms. Pembroke reviewed the information regarding the proposed copier lease with Imagetec.

Executive Committee Meeting Dates for FY20

The dates have been selected for the FY20 Executive Committee Meetings. Meetings will begin at 8:30 and will be held in the LASEC conference room on the following dates:

July 30, 2019, September 3, 2019, October 1, 2019, November 5, 2019, December 3, 2019, January 7, 2020, February 4, 2020, March 3, 2020, April 7, 2020, May 5, 2020, June 2, 2020.

4. CONSENT AGENDA

Accounts Payable Dated: 3/7/2019 –4/4/2019 - \$1,349,330.57

EC Meeting Minutes Dated March 12, 2019

EC Meeting Closed Session Minutes March 12, 2019

EC Meeting Minutes Dated February 19, 2019

Personnel

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

Roll call:

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

5. ACTION ITEMS

Technical Assistance Supervisor Job Description

Motion to approve the Technical Assistant Supervisor Job Description as presented by Dr. Polyak, seconded by Mr. Maguire.

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

Occupational Therapist Job Description

Motion to approve the Occupational Therapist job description as presented by Mr. Maguire seconded by Dr. Polyak.

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

Occupational Therapist Coordinator Job Description

Motion to approve the as presented by Mr. Andersen, seconded by Dr. Kesall.

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

DuPage West Cook Governing Board Representation Resolution

Motion to approve the DuPage West Governing Representation as presented by Dr. Kopta, seconded by Mr. Andersen.

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

OT/PT Allocations, Cost & Contracts for FY20

Motion to approve the OT/PT allocations and contracts for FY20 as presented by Dr. Katzin, seconded by Mr. Prather.

Roll call:

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

TAS Allocations for FY20

Motion to approve the TAS allocations as presented by Dr. Kelsall, seconded by Dr. Polyak.

Ayes: Prather, Katzin, Kopta, Wade, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion carried.

Psychologist Allocations for FY20

Motion to approve the psychologist allocations as presented by Dr. Wade, seconded by Mr. Andersen.

Roll call:

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

303 Taxi Contract Extension for FY20

Motion to approve the 303 Taxi contract as presented by Dr. Kesall, seconded by Dr. Wade.

Roll call:

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

Imagetec Copier Lease

Motion to approve the Imagetec copier lease as presented by Dr. Kopta, seconded by Dr. Katzin.

Roll call:

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

6. ITEMS INITIATED BY EXECUTIVE COMMITTEE

None

7. ADJOURNMENT

Motion to adjourn at 10:59 a.m. Dr. Wade, seconded by Dr. Kelsall

Ayes: Prather, Katzin, Kopta, Maguire, Polyak, Andersen

Nays: None

Absent: Rashid, Petrasek

Motion Carried.

Respectfully submitted,
Melinda R. McGuffin