

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

Held at 8:30 a.m. on Tuesday, September 3, 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 8:41 a.m.

Roll Call:

Present: Maguire, Rashid, Kopta, Kelsall, Prather, Petrasek, Katzin, Wade, Polyak entered at 8:49am.

Absent: Anderson.

2. PUBLIC COMMENTS

No comments

3. CLOSED SESSION

Motion to move to closed session was presented by Dr. Katzin and seconded by Mr. Prather.

Motion to move to open session was presented by Dr. Wade and seconded by Dr. Polyak.

4. DISCUSSION / INFORMATION ITEMS

June 2019 Cash Flow & Financial Report

Mrs. Pembroke reviewed the cash flow. Revenue received came from the IDEA grant reimbursement.

Director's Report

Dr. Welch discussed LASEC professional development book study. The LASEC team is reading the Energy Bus. At team meetings, the book is reviewed as a starting point for LASEC practices. Dr. Welch will set meetings with building principals to discuss needs of the building.

Professional Development Update

Mrs. Potempa presented information on two physical management programs (MENTA and CPI). The Executive Committee reviewed the information regarding the strategies as well as the needs of the cooperative member districts. The Cooperative will develop a rollout plan for MENTA and CPI to allow districts the opportunity to be trained in both methods in the following school year.

Professional Development Platform

Ms. Potempa shared information on the use of Zoom platform for professional development. The platform allows professional development to be delivered in a virtual classroom. This way, district staff can stay in their building while attending a professional development opportunity.

Allocation of Sick and Personal Days

Mrs. Pembroke shared that LASEC has not allotted sick and personal days to part-time staff. Five member districts offer prorated sick days and other cooperatives offer part-time staff pro-rated sick days as well. The policy change would currently impact 2 certified and 1 non-certified staff.

District 401 Withdrawal and Transportation Contracts

Dr. Welch explained that District 401's Extended School Year goes beyond the withdrawal date. The Executive Committee elected to allow D401 to utilize transportation under the current contract for the last several days of 401's ESY. District 401 will be billed for this service by the transportation company. The Committee choose to extend the transportation for Extended School Year for District 401.

LASEC Mentoring Plan

In the past years, LASEC has had an informal mentoring plan. Last year, staff were paid for one day of mentoring before district's opening day. Dr. Welch proposed a mentoring plan that would include 8 hours of mentoring for new staff. The recommendation is to implement the LASEC Mentoring Plan for the 2019-2020 School Year. Then, in the 2020-2021 school year, the mentoring plan for special education and related service staff would be open for districts to utilize in addition to their current mentoring plan.

New Illinois Regulation #3586

Dr. Welch reviewed new legislation requiring a draft Individualized Education Plan (IEP) be sent to parents/guardians within 3 school days before a special education meeting. In addition, if requested, families need to be provided a related service log. There was discussion on the needs of staff to assist with implementation and document related service logs consistently. LASEC will work with Technical Assistant Supervisors to assist districts with smoothly implementing this new legislation.

Covering Leave of Absences

In the past, LASEC has covered leaves of absence internally. There was discussion on the need to cover staff to maintain the needs of districts. LASEC may contract out significant leaves of absence.

Vetting Bi-lingual Evaluators

Several years ago, LASEC turned over the responsibility to districts for securing bilingual evaluators as needed. Within the process of turning this over to districts, there has been some confusion with the examining of the evaluators credentials, insurance, etc. At this time, LASEC is recommending that the bilingual evaluators that districts use be vetted through LASEC.

5. CONSENT AGENDA

Accounts Payable Dated: 7/18/2019-8/72/2019- \$46,397.00

EC Meeting Minutes Dated July 30, 2019

Personnel

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

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

Nays: None

Absent: Anderson

Motion carried.

6. **ACTION ITEMS**

FY20 Budget

Motion to approve the FY20 Budget as presented by Mr. Prather, seconded by Mrs. Petrasek.

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

Nays: None

Absent: Anderson

Motion carried.

Allocation of Sick and Personal Days

Motion to approve the prorated allocation of sick and personal days for part-time employees as presented by Dr. Wade, seconded by Dr. Kopta.

Roll Call:

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

Nays: None

Absent: Anderson

Motion carried.

Easter Seal's Contract

Motion to approve the Easter Seal Contract as presented by Dr. Wade, seconded by Mrs. Petrasek.

Roll call:

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

Nays: None

Absent: Anderson

Motion carried.

PsychLogical Contract

Motion to approve the PsychLogical Contract as presented by Mrs. Petrasek, seconded by Dr. Rashid.

Roll call:

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

Nays: None

Absent: Anderson

Motion carried.

District 401 Withdrawal and Transportation Contracts

Motion to approve the extension of District 401 Transportation through Extended School Year 2019-2020 as presented by Mrs. Petrasek, seconded by Dr. Katzin.

Roll call:

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

Nays: None

Absent: Anderson

Motion carried.

Mentoring Plan

Motion to approve the Mentoring Plan as presented by Dr. Polyak, seconded by Dr. Rashid.

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

Nays: None

Absent: Anderson

Motion carried.

Leave of Absence Request

Tabled until following Executive Committee Meeting.

7. ITEMS INITIATED BY EXECUTIVE COMMITTEE

At this time, there were no items.

8. ADJOURNMENT

Motion to adjourn at 10:00 a.m. by Dr. Polyak and seconded by Mr. Maguire.

Motion Carried.

Respectfully submitted,

Dr. Danielle Welch

Executive Director