

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

Held at 8:30 a.m. on Tuesday, September 12, 2023, in the Conference Room of LASEC offices, located at 10401 W. Grand Avenue, Franklin Park, Illinois 60131.

**1. CALL TO ORDER / ROLL CALL**

Mr. Jonak called the meeting to order at 8:30 a.m.

Roll Call:

Ayes: Mr. John Jonak, Dr. Kristin Kopta, Dr. Diego Giraldo, Dr. David H. Katzin, Mr. Jim Prather, Dr. Jan Rashid, & Mr. Michael Maguire, Dr. Nick Polyak, & Dr. Jennifer Kelsall

Absent: none

**2. PUBLIC COMMENTS**

None

**3. DISCUSSION / INFORMATION ITEMS**

**3.1. Director's Report**

The committee discussed the make of the hiring committee for Assistant Director and Business Manager positions. The plan will be to include member district leadership as part of the hiring committee for these positions.

The committee reviewed the changes to legislation and the impact of new rules and regulations for special education service delivery and administrative procedures. Dr. Kelsall confirmed discussions are taking place in the building regarding individual student safety plans. She and Dr. Polyak confirmed their schools' websites and staff are providing CTE information to students and families. The administrative requirement to ensure parents of students with developmental disabilities understand how to access the PUNS system continues to be a responsibility of the IEP team and each district must designate an employee who will be trained for this role. At this time LASEC TASs can fulfill the role as the entire LASEC team participated in professional learning on opening day about this topic. As the state-level training becomes available the recommendation is that school social workers receive the training as they have relationships with the parents of students who would qualify for the PUNS resources.

**3.2. Professional Learning Update**

The report was presented with confirmation of invitations sent to targeted groups as well as building leadership.

**3.3. ESY Dates and Location**

The report was presented and Mr. Maguire and Dr. Kelsall will confirm the availability of their buildings for the ESY 2024 session. Mr. Prather inquired about the number of days connected to funding for the ESY services. Mrs. Pembroke shared with the committee that ESY funding was included in the base funding of EBF.

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3.4. Early Childhood needs 23-24

The report was reviewed with a discussion on how to support early childhood students collectively as a cooperative as the current Cooperative ECSE program is reaching capacity and is predicted to be full in the near future. Mr. Prather and Dr. Katzin are open to exploring how their ECSE programs can be resources for the cooperative. Mrs. Potempa will continue to collaborate with TASs and district leadership to facilitate providing services for students. She will continue to provide cooperative enrollment updates and needs for space monthly. Mr. Maguire reviewed his district continues to explore opportunities regarding their space needs and will share information that could provide opportunities for EC programming.

3.5. Cash Flow Report-July 2023

As presented in the board packet, no questions.

3.6. Retirement

Information as presented in the board packet.

**4. CONSENT AGENDA**

- 4.1. Accounts Payable Dated: 7/27/2023-8/31/2023 - \$158,154.07
- 4.2. The EC Minutes for August 8, 2023
- 4.3. Personnel Report:
  - 4.3.1. FY24 Hires

Motion to approve the consent agenda as presented by Dr. Kelsall and seconded by Mr. Prather.

Roll Call:

Ayes: Mr. John Jonak, Dr. Kristin Kopta, Dr. Diego Giraldo, Dr. David H. Katzin, Mr. Jim Prather, Dr. Jan Rashid, & Mr. Michael Maguire, Dr. Nick Polyak, & Dr. Jennifer Kelsall

Nayes: none

Absent: none

Motion Carried

**5. CLOSED SESSION**

Motion to move to closed session at 9:23 a.m. as presented by Mr. Maguire and seconded by Dr. Polyak.

Roll Call:

Ayes: Mr. John Jonak, Dr. Kristin Kopta, Dr. Diego Giraldo, Dr. David H. Katzin, Mr. Jim Prather, Dr. Jan Rashid, & Mr. Michael Maguire, Dr. Nick Polyak, & Dr. Jennifer Kelsall

Nayes: none

Absent: none

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

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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)

The EC Committee exited the Closed Session at 9:40 and returned to Open Session.

Roll Call:

Ayes: Mr. John Jonak, Dr. Kristin Kopta, Dr. Diego Giraldo, Dr. David H. Katzin, Mr. Jim Prather, Dr. Jan Rashid, & Mr. Michael Maguire, Dr. Nick Polyak, & Dr. Jennifer Kelsall

Absent: none

**6. ACTION ITEMS**

None

**7. ITEMS INITIATED BY EXECUTIVE COMMITTEE**

The committee had further discussions about early childhood numbers and providing inclusive services for students in the PFA programs.

**8. ADJOURNMENT**

Motion to adjourn the meeting at 9:42 a.m. as presented by Dr. Kelsall and seconded by Dr. Katzin.

Ayes: Mr. John Jonak, Dr. Kristin Kopta, Dr. Diego Giraldo, Dr. David H. Katzin, Mr. Jim Prather, Dr. Jan Rashid, & Mr. Michael Maguire, Dr. Nick Polyak, & Dr. Jennifer Kelsall

Nays: none

Absent: none

Motion Carried

Respectfully submitted,  
Kevin M. Wolf  
Executive Director