

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
April 8, 2022

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Friday, April 8, 2022, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:01am. Present at roll call were: Dr. Owens, Dr. Allaman, Dr. Greuter, Dr. Brooks, and Dr. Hellrigel. Dr. Link, Mr. Ingold and Dr. Hill were absent from this month's meeting.

Others in attendance: Kristina Neville, Terrie Schappaugh and Charity Adams.

Joint Consent – Open and Closed Session Minutes of March 9, 2022, Destruction of Verbatim Records, Accounts Payable and Year to Date Expenditure Reports:

The information and materials presented outline the regular monthly business of the Association. The March 9, 2022 open and closed session minutes, destruction of verbatim records (Audio Recordings) of March 10, 2021 closed session meeting (no closed session held), monthly accounts payable, and cash flow statements were presented. The monthly Expenditure Report, Schramm Activity Fund Report, and Imprest Fund Report were also made available at the time of this meeting.

The motion was made by Dr. Greuter and seconded by Dr. Brooks to approve the Joint Consent items as presented. Roll call was taken and motion carried.

Audience Participation:

There were no requests for audience participation.

Old Business

A. Districts' Financial Payments:

All districts' financial payments are current.

B. 2020-2021 LEA Determinations (Exhibit #1):

The Illinois State Board of Education (ISBE) completed its annual LEA Determination review of Illinois school districts in September 2021. However, a potential data error in the calculation for State Performance Plan (SPP) Indicator 6a (early childhood educational environments) was brought to ISBE's attention. After reviewing and testing data, the error was confirmed for some school districts. The recalculation of data resulted in a different SPP 6a percentage and risk score for some districts. However, the corrected percentage and risk score did not affect the tiered level of support or LEA Determination for these districts. Exhibit #1 reflects the updated LEA Determination Matrix with revised SPP Indicator 6a scores for member districts.

C. IDEA Grants:

The Director provided updated information on the IDEA Grant applications, which included Timely and Meaningful Consultation, Non-Public Proportionate share, Consolidated District Plan and GATA.

D. 2021-2022 Substitute Categories Suggested Pay Rates – Revised (Exhibit #3):

Due to an unexpected leave of absence and substitute shortage, hourly nurse substitute rates have been increased to be competitive in today's market, and a new category of Nurse Assistant for \$15 per hour has been added. The Pool Assistant/Attendant has been removed since this position was eliminated.

The motion was made by Dr. Allaman and seconded by Dr. Hellrigel to approve the revised 2021-2022 Sub Categories Suggested Pay Rates as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Approve Hiring of Eric Wass as Head of Maintenance:

The Director asks for approval to hire Eric Wass as Head of Maintenance at a salary of \$8,628.75 for 59 days through June 30, 2022. This is a 12-month position.

2. Approve Hiring of Ashley Turner as a School Social Worker:

The Director asks for approval to hire Ashley Turner as a Social Worker beginning in the 2022-2023 school year at a salary of \$52,000 for 185 days.

3. Approve Hiring of Kayla Ullett as a Vision Itinerant Teacher:

The Director asks for approval to hire Kayla Ullett as a Vision Itinerant Teacher beginning in the 2022-2023 school year. Ms. Ullett will be placed on the certified salary schedule at BS, Step 2.

4. Approve Hiring of Emma McAvin as a Speech/Language Pathologist:

The Director asks for approval to hire Emma McAvin as a Speech/Language Pathologist beginning in the 2022-2023 school year. Ms. McAvin will be placed on the salary schedule at MS, Step 11 plus \$1,000 SLP stipend.

5. Approve Hiring of Abigail Henry as a Speech/Language Pathologist:

The Director asks for approval to hire Abigail Henry as a Speech/Language Pathologist beginning in the 2022-2023 school year. Ms. Henry will be placed on the salary schedule at MS, Step 1 plus \$1,000 SLP stipend.

6. Approve Hiring of Adam Mangold as a Program Coordinator:

The Director asks for approval to hire Adam Mangold as a Program Coordinator beginning in the 2022-2023 school year at a salary of \$75,350 for 207 days. Mr. Mangold will also be sharing coordination of the ESY Program in summer 2023.

7. Approve Hiring of Anne Risen as a Program Coordinator:

The Director asks for approval to hire Anne Risen as a Program Coordinator beginning in the 2022-2023 school year at a salary of \$84,000 for 195 days.

8. Approve Increase in Licensed Practical Nurse (LPN) Staffing Pattern:

There has been an on-going lack of nurse substitute coverage for Schramm Educational Center, and we have an unexpected medical leave of absence for the remainder of this school year. Additionally, we will be in need of increased nursing support for our Schramm students when community-based trips reconvene, and it is anticipated that the Satellite Program will require nursing services when students begin attendance at Rogers. Given the shortage of nurse substitutes and lack of viable candidates, the Director proposes to proactively post a part-time or full-time LPN vacancy beginning immediately to meet student medical needs both on a short-term and long-term basis moving forward.

9. Approve Decrease from 1.0 FTE to 0.8 FTE for Laura Dawson, Occupational Therapist (Exhibit #3):

Laura Dawson is currently employed as a full-time Occupational Therapist, and she has requested to reduce her position to part-time. The Director asks for approval to decrease Ms. Dawson's position to 0.8 FTE for the 2022-2023 school year.

10. Approve Increase in Occupational Therapy Staffing Pattern:

The Director asks for approval to increase the Occupational Therapist staffing pattern by 1.0 FTE and COTA staffing pattern by 1.0 FTE due to additional member district and cooperative needs for the 2022-2023 school year.

11. Approve Change in Schramm Educational Center Secretary Position:

Jordyn Vettore is currently employed as the Secretary for Schramm Educational Center, and she works 190 days plus 25 days for the ESY Program. The Director recommends expanding Ms. Vettore's role as Schramm Secretary to include new responsibilities of Maintenance Department Secretary for a 12-month position beginning July 1, 2022 at an annual salary of \$32,175. Ms. Vettore would continue to provide substitute calling at her hourly rate outside of regular work hours for Schramm Educational Center.

The motion was made by Dr. Brooks and seconded by Dr. Greuter to approve the New Business Joint Consent as presented. Roll call was taken and motion carried.

B. Informational:

1. School Psychologist Intern Update:

The Director is informing the Executive Committee there is no School Psychologist Intern candidate for employment in the 2022-2023 school year.

2. Resignation of Tiffany Mayberry, Speech/Language Pathologist:

The Director is informing the Executive Committee of the resignation of Ms. Mayberry as a Speech/Language Pathologist on March 10, 2022.

3. Resignation of Jeff Carrington, Head of Maintenance (Exhibit #4):

The Director is informing the Executive Committee of the resignation of Mr. Carrington as Head of Maintenance on March 11, 2022.

4. Resignation of Lori Winkler, Paraprofessional (Exhibit #5):

The Director is informing the Executive Committee of the resignation of Ms. Winkler as a Paraprofessional effective April 15, 2022.

5. Resignation of Erin Phillips, Speech/Language Pathologist (Exhibit #6):

Erin Phillips is currently taking a Leave of Absence for the 2021-2022 school year. The Director is informing the Executive Committee of the resignation of Ms. Phillips as a Speech/Language Pathologist.

6. Resignation of Courtney Morse, School Psychologist (Exhibit #7):

The Director is informing the Executive Committee of the resignation of Ms. Morse as a School Psychologist effective June 3, 2022.

7. School Nutrition Program Review:

The Meal Compliance and Accountability Review was conducted on-site March 24, 2022. During the Exit Conference, the ISBE Monitor reviewed the need for Child Nutrition labels for purchased products and adherence to all meal components and quantities. The Food Safety Plan will be updated as well. The final written report is forthcoming from ISBE, and TMCSEA/Schramm Educational Center will complete any required corrective action.

C. Proposed 2022-2023 School Calendar (Exhibit #8):

The proposed 2022-2023 calendar has our staff starting on August 15, 2022 and ending on May 25, 2023. The Association has opted to go with spring break from April 3-April 10, which is in line with the majority of our member districts. We will begin this school year with two Teacher Institute Days, and we plan to use Veteran's Day as a student attendance day.

D. Medicaid Fee-for-Service Reimbursement (Exhibit #9):

Exhibit #9 summarizes March 2022 Medicaid Fee-for-Service (FFS) revenue due to districts, which reflects the deduction of Timberline's 7% fee.

The motion was made by Dr. Allaman and seconded by Dr. Greuter to approve the Medicaid Fee-for-Service Reimbursement as presented. Roll call was taken and motion carried.

E. Medicaid REV Data (Exhibit #10):

The Association and member districts are in the first year of a 3-year agreement with Timberline Billing Service, LLC. Timberline provides Medicaid REV Data for TMCSEA and its member districts. A revised exhibit was provided at the meeting that reflected updated REV Count numbers. These numbers should be used to calculate the MAC claims for the calendar year 2022.

F. Medicaid Administrative Outreach Revenue (Exhibit #11):

The Exhibit summarizes Medicaid Administrative Outreach revenues from FY21 and FY22 as well as technology expenses to date this school year. The FY22 Medicaid Administrative Outreach revenues have increased from FY21 and are adequate to fully fund technology purchases in the 2022-2023 school year. Additionally, the Director recommends budgeting \$18,100 of the Medicaid Administrative Outreach Revenue for security system upgrades at TMCSEA/Schramm Educational Center, which will be included in the Association's FY23 Technology Plan.

The motion was made by Dr. Greuter and seconded by Dr. Hellrigel to approve the Medicaid Administrative Outreach Revenue as presented. Roll call was taken and motion carried.

G. Approval of Contractual Agreement for IT Services (Exhibit #12):

TMCSEA currently contracts technology support from Sky's the Limit (STL), and our agreement expires on June 30, 2022. The FY22 contracted cost is \$2,555 plus \$300 per month for Managed Internal Broadband Services (MIBS), and \$275 per month for Hosted Data Servers, for an annual total of \$37,560. The contracted amounts proposed for FY23 are the same as the previous year with one exception. A new monthly cost of \$150 for back-up/recovery has been added. The Director recommended approval of the one-year agreement with STL at a total annual cost of \$39,360 beginning on July 1, 2022 and ending on June 30, 2023.

The motion was made by Dr. Hellrigel and seconded by Dr. Allaman to approve the contractual agreement with STL as presented. Roll call was taken and motion carried.

H. 2022-2023 Technology Plan (Exhibit #13):

The Association's Technology Plan outlines computer replacements, iPads, Chromebooks, special projects, supplies and training needs. The new proposal contains two special projects including infrastructure and security system upgrades. Additionally, hardware replacements for laptops, iPads, Chromebooks, purchased services, software subscriptions/licenses and supplies are included in the FY23 Technology Plan. The Technology Committee's recommendation is to remain with SNAP for nursing software and Embrace for the Association's web-based IEP service and performance evaluation software. We will be in the third year of a three-year agreement with E-Rate Funding Solutions, and we have proposed a one-year agreement for IT services with STL. The proposed cost for contracted IT services and MIBS are \$34,260 annually, which the Director recommends to continue funding through the Association's local budget. The proposed annual cost for the virtual server and back up/disaster recovery fees are \$5,100, and the Director proposes to utilize Medicaid Administrative Outreach funds for this portion of IT services.

The motion was made by Dr. Brooks and seconded by Dr. Greuter to approve the 2022-2023 Technology Plan as presented. Roll call was taken and motion carried.

Closed Executive Session

There is no closed session requested for this month's meeting.

Action Items

There were no action items for this month's meeting.

Other Business/Information

There is no FYI Report for this month.

The next Executive Committee meeting is scheduled for **Wednesday, May 11, 2022** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Greuter motioned and Dr. Hellrigel seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:37am.