

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
March 14, 2018

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, March 14, 2018, at the TMCSEA Administrative Offices, Schramm Educational Center, Pekin, IL. Dr. Hellrigel called the meeting to order at 8:00am. Present at roll call were: Dr. Hellrigel, Dr. Owens, Mr. Hinman, Mrs. Greuter, Dr. Link and Dr. Hill. Dr. Allaman and Mr. Ingold arrived at 8:04.

Others in attendance were Kristina Neville, Leslie Fornoff, Terrie Schappaugh and Jay Wendelin.

Joint Consent – Open & Closed Session Minutes of February 14, 2018, 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 February 14, 2018 open and closed session minutes, monthly accounts payable, and cash flow statements were approved as presented. There were no verbatim Records (Audio Recordings) of the February 8, 2017 meeting. The monthly Expenditure Report, Schramm Activity Fund Report, and Imprest Fund Report were also available at the time of this meeting.

The motion was made by Dr. Link and seconded by Mr. Hinman 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 district financial payments are current.

B. IDEA Flow Through Grant Amendment:

The Director asks for approval to submit amendment #6 of the FY18 IDEA Flow Through grant for District #137 to update personnel and budget detail in their sub-grant. There is no change to the total grant amount.

The motion was made by Dr. Owens and seconded by Mrs. Greuter to approve the IDEA Flow Through Grant Amendment as presented. Roll call was taken and motion carried.

New Business:

A. Joint Consent:

1. Employment Status of Karyn Hawbaker, Physical Therapist:

The Director asks for approval to increase Ms. Hawbaker's part-time PT position from 0.4 FTE to 0.6 FTE beginning in the 2018-2019 school year to meet service delivery needs in member districts.

2. Employment Status of Stefanie Straw, Physical Therapist Assistant:

The Director asks for approval to increase Ms. Straw's part-time PTA position from 0.6 FTE to 1.0 FTE beginning in the 2018-2019 school year to meet service delivery needs in member districts.

3. Employment Status of Laura Dawson, Occupational Therapist:

The Director asks for approval to increase Ms. Dawson's part-time OT position from 0.7 FTE to 0.8 FTE beginning in the 2018-2019 school year to meet service delivery needs in member districts.

4. Employment Status of Rachel Koch, Certified Occupational Therapist Assistant:

The Director asks for approval to increase Ms. Koch's part-time COTA position from 0.6 FTE to 1.0 FTE beginning in the 2018-2019 school year to meet service delivery needs in member districts.

5. Employment Status of Sarah Bartlett, Speech/Language Pathologist:

The Director asks for approval to increase Ms. Bartlett's part-time SLP position from 0.6 FTE to 1.0 FTE beginning in the 2018-2019 school year to meet service delivery needs at Schramm Educational Center.

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

B. Informational:

1. Resignation of Erin Watson, Social Worker (Exhibit #1):

The Director is informing the Executive Committee of the resignation of Ms. Watson, Social Worker, effective at the end of the school year.

2. Resignation of Tracy Heer, Social Worker (Exhibit #2):

The Director is informing the Executive Committee of the resignation of Ms. Heer, Social Worker, effective at the end of the school year.

3. Resignation of Kristin Weingart, Speech/Language Pathologist (Exhibit #3):

The Director is informing the Executive Committee of the resignation of Ms. Weingart, Speech/Language Pathologist, effective at the end of the school year.

C. E-Rate Funding Solutions Contract (Exhibit #4):

E-Rate Funding Solutions has been providing E-Rate consulting services to TMCSEA since 2015. The exhibit #4 reflects the renewal of a three-year agreement with E-Rate Funding Solutions with an annual cost of \$300. This is a decrease from the current contract amount by \$200 per year.

The motion was made by Mr. Hinman and seconded by Dr. Owens to approve the E-Rate Funding Solutions Contract as presented. Roll call was taken and motion carried.

D. Stratus Networks Contract (Exhibit #5):

Exhibit #5 reflects a proposed service agreement with Stratus Networks for fiber internet service beginning in FY19. The rates are identified for 50, 100, or 200 bandwidth (Mbps) over a 3-Year, 5-Year, or 7-Year contract length. This contract includes running the fiber cable to the building. A five-year agreement for internet service is \$1,075 before the E-Rate discount is applied and Category I discounts will be utilized to subsidize approximately 80% of the monthly cost. Stratus would also provide the Association with virtual cloud hosting, which is a significant cost savings in lieu of upgrading server hardware.

The motion was made by Dr. Allaman and seconded by Dr. Link to approve a 100 Mbps, 5-Year contract with Stratus Networks. Roll call was taken and motion carried.

E. Renewal of Infinitec Agreement (Exhibit #6):

Exhibit #6 reflects the renewal of the membership with the Infinitec Coalition to support a variety of assistive technology initiatives, professional development opportunities and software group buys. We are utilizing ENGAGE with Infinitec for management of required mandated trainings. The FY19 cost is based on .60 cents per student times the fall enrollment, which is the same rate as FY18. ISBE has not yet released the 2017-2018 Fall Housing Report. However, based on student enrollment from the 2018 SIS Demographic Summary, the estimated cost for FY19 is approximately \$13,600, which is comparable to this year's cost. This amount will be incorporated into the inservice budget and covered by the IDEA Flow Through Grant for all districts.

The motion was made by Mr. Ingold and seconded by Mrs. Grueter to approve the Infinitec Agreement as presented. Roll call was taken and motion carried.

F. Extended School Year – First Look (Exhibit #7):

TMCSEA will provide an Extended School Year (ESY) Program at Schramm Educational Center for students with significant disabilities. The ESY Program will consist of 24 student attendance days (78 attendance hours), which meets the 60 clock hour ISBE

requirement. A staff work day will be provided on June 8 to prepare for students' first day of attendance on June 11. We are recommending a staffing pattern to meet the needs of up to 75 students in this year's program.

The motion was made by Dr. Owens and seconded by Mr. Hinman to approve the Extended School Year program as presented. Roll call was taken and motion carried.

G. TMCSEA Needs Assessment (Exhibit #8):

Exhibit #8 reflects member district responses regarding their needs, suggestions, and confirmation of services for the 2018-2019 school year. Additionally, our Needs Assessment meets the IDEA grant requirements. The quality rating of our STEP, assistive technology, audiology, autism, district consultation/training and low incidence diagnostic services increased over last year's ratings. The majority of our districts have expressed interest in expansion of behavior services including on-site training/coaching. Therefore, the Director would like to consider a new position of Behavior Specialist Assistant to provide additional support to member districts. Projected enrollment numbers for Schramm Educational Center show an increase for next year. Member districts requested additional OT/COTA, PT/PTA, Speech, Social Worker, and School Psychologist services from TMCSEA, which will be reflected in next year's staffing pattern. We are anticipating additional requests in the areas of ADOS, medical review, and STEP. Future expansion of these diagnostic and service delivery teams may be considered as needs continue to grow. We are closely monitoring student numbers in the hearing itinerant program, and the audiologist is assisting in hearing equipment management due to the increased caseload. Part 3 of the Needs Assessment was conducted via online survey with 85 responses from 19 districts. The results will help TMCSEA plan staffing patterns to meet the projected training and professional development needs of our districts.

H. Behavior Specialist Assistant Position (Exhibit #9):

Exhibit #9 reflects a job description for a new position of Behavior Specialist Assistant (Registered Behavior Technician, RBT). Behavior support continues to be an area of need for our member districts. Additionally, member districts have expressed an interest in the expansion of behavior services including on-site professional development and coaching. The Behavior Specialist Assistant will implement behavior-analytic services, assist the Behavior Specialist with student consultations and staff trainings at Schramm and member districts. The Director asks for approval to add a 1.0 FTE Behavior Specialist Assistant position to the staffing pattern for the 2018-2019 school year.

The motion was made by Dr. Link and seconded by Mr. Ingold to approve the Behavior Specialist Assistant Position for the 2018-2019 school. Roll call was taken and motion carried.

I. Transition Specialist Succession Plan:

TMCSEA currently employs Joyce Aarestad, Transition Specialist, who works with students in STEP and coordinates referrals to adult service providers. The TMCSEA Transition Specialist manages the DRS/DHS Transition Specialist and STEP grants in collaboration with the Director. The current transition staffing pattern at TMCSEA includes 1.0 FTE Transition Specialist, 0.4 FTE Transition Social Worker, and 0.3 FTE secretarial/administrative assistant support. The Transition Specialist is retiring in June 2019, and the Transition Social Worker is resigning her position at the end of this school year.

One option is to discontinue the Transition Specialist Grant and eliminate the Transition Specialist position at TMCSEA upon Ms. Aarestad's retirement, so these services would be provided to districts by the DHS/DRS Office. The district level special education administrators expressed concern with the level of service the DHS/DRS Office could provide. A second option is to continue the Transition Specialist Grant through TMCSEA and hire a Transition Specialist to receive mentoring and required DHS/DRS training during the 2018-2019 school year. The part-time Transition Social Worker would not be replaced in this latter scenario, and secretarial/administrative assistant support would be increased slightly (0.4 FTE) beginning next school year. The Transition Specialist would resume responsibilities upon Ms. Aarestad's retirement, then TMCSEA would hire a Transition Specialist Assistant beginning in the 2019-2020 school year. After discussion, this item was tabled until the April meeting.

J. Schramm 1:1 Paraprofessional Discussion:

Historically, member districts have employed all personal paraprofessionals (1:1 aides) for individual students attending Schramm Educational Center. There are three students attending Schramm with 1:1 paraprofessionals at this time. Currently, Schramm Educational Center has one tuition rate for member districts, which is \$20,295 this school year. A member district requested discussion of the feasibility for TMCSEA to hire 1:1 paraprofessionals instead of districts. The Director reviewed the cost of TMCSEA to employ 1:1 paraprofessionals and bill individual districts the combined cost of their salaries and benefits. The estimated additional cost is \$23,000, so the annual billed intensive tuition would be approximately \$43,000 based on this year's rates. After discussion this item was tabled until the April meeting.

K. Evidence-Based Funding Model Discussion (Exhibit #10):

Separate funding for special education personnel along with four previous grant programs were combined into a single grant program and distributed as Evidence-Based Funding (EBF). A Base Funding Minimum (BFM) preliminary amount of \$407,592.50 has been allocated to TMCSEA. This amount is based on TMCSEA's personnel reimbursement claim in FY17. TMCSEA has previously retained personnel reimbursement for employees (\$9,000 per 1.0 Certified Staff and \$3,500 per 1.0 FTE Non-Certified Staff). The practice of backing out personnel reimbursement from all shared costs, contracted services, billed services, and Schramm tuition provided a significant upfront cost savings to member districts. Given the sunset of personnel reimbursement due to EBF, the Director discussed the use of the Association's Base Funding Minimum amount for future financial planning purposes. The recommendation is to continue the same process of backing out the BFM amount like we currently do personnel reimbursement. The amount deducted from shared costs, contracted services, and Schramm tuition would be slightly prorated depending on the total BFM amount received. Billed services would remain unchanged in this scenario, which would keep district costs down. This option is reflective of past practice, most similar to our current billing structure, and would allow greater consistency of costs across multiple areas of services for member districts.

L. Policy Updates – First Reading (Exhibit #11):

This is the first reading of the following policy updates recommended by PRESS:

- 2:260 Uniform Grievance Procedure
- 4:40 Incurring Debt
- 5:20 Workplace Harassment Prohibited
- 5:170 Copyright

Closed Executive Session:

The Executive Committee went into closed session at 9:01 a.m. for the purpose of: The appointment, employment, compensation, discipline, performance, 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 or against legal counsel for the District to determine its validity - 5 ILCS 120/2(c)(1); Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property – 5 ILCS 120/2(c)(8); The placement of individual students in special education programs and other matters relating to individual students – 5 ILCS 120/2(c)(10).

The motion was made by Dr. Owens and seconded by Dr. Link to enter into closed session. Roll call was taken and motion carried.

The Executive Committee returned to open session at 9:25 a.m. with a motion made by Dr. Link and seconded by Dr. Owens. Motion carried through voice vote with all parties voting aye.

Action Items

1. Salary Increase for Graduate Coursework for School Psychologist.

Upon return from closed session the motion was made by Dr. Owens and seconded by Mr. Ingold to approve the salary increase of \$600.00 for school psychologists with 15 hours graduate coursework. Roll call was taken and motion carried.

Other Business/Information:

The Director reviewed the FYI portion of the Executive Committee material.

The next Executive Committee meeting is scheduled for **Wednesday, April 11, 2018** at the TMCSEA Administrative Offices, Schramm Educational Center, Pekin, IL, at **8:00am**.

Mr. Hinman motioned and Mr. Ingold seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 9:27am.

Todd Hellrigel, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee