

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**August 12, 2020**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, August 12, 2020, remotely via Zoom. Dr. Allaman called the meeting to order at 8:04am. Present at roll call were: Dr. Hellrigel, Dr. Allaman, Mr. Ingold, Dr. Hill and Dr. Greuter. Dr. Owens, Dr. Link and Dr. Brooks were absent from this month's meeting.

Others in attendance: Kristina Neville, Leslie Fornoff, Terrie Schappaugh and Zina Young.

**Joint Consent – Open Session Minutes of July 14, 2020, 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 July 14, 2020 open session minutes, destruction of verbatim records (Audio Recordings) of July 10, 2020 closed session meeting, monthly accounts payable, and cash flow statements were approved as 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 Mr. Ingold and seconded by Dr. Hellrigel 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's financial payments are current.

**B. Extended School Year Update (Exhibit #1):**

Schramm Educational Center provided Extended School Year (ESY) programming to 68 students from June 15-July 17. Due to the on-going COVID-19 public health emergency, instruction was delivered remotely to students for 24 days during the hours of 8:00am - noon. Student attendance for the program decreased in enrollment due to some parents opting out of remote instruction this summer. Therefore, billed tuition reflected an increase to \$991.87 from the projected rate of \$964, respectively. A work day was beneficial for staff on June 12 to plan for remote instruction as well as receive an orientation with Kari Behrends, Program Coordinator.

**C. IDEA Preschool & Flow Through Grants:**

FY20 obligated expenditure reports must be submitted to TMCSEA by August 15. FY20 obligated sub-grant payments will be sent to districts at the end of August. TMCSEA will submit final FY20 expenditure reports in September 2020 and notify ISBE of remaining carryover funds for each member district by October 2020. The Director recommends the December 1, 2019 child count be used to determine carryover amounts for member districts beginning in FY21. Once these final calculations are received by ISBE, Funding and Disbursements staff will manually load the carryover amounts into each member district's FY21 IDEA Part B Flow Through or Preschool grant as appropriate. Member districts will then be able to login to the electronic Grants Management System and submit an amendment to access any of the additional funds as desired.

**D. Director's Goals – Second Reading (Exhibit #2):**

Based on Executive Committee feedback from the July meeting, the last goal was removed regarding the exploration of a cooperative Satellite Life Skills Program during FY21.

The motion was made by Dr. Grueter and seconded by Dr. Hill to approve the Director's Goals as presented. Roll call was taken through voice vote with all parties voting aye. Motion carried.

**E. Final Budget Presentation for 2020-2021 FY21 Prior to Annual Policy Board Meeting (Exhibit #3):**

The final budget reflects a 4.1% total increase overall for FY21. The budget reflects increases in the staffing pattern due to student needs and enrollment at Schramm Educational Center, addition of a School Psychologist position, and additional district contracted services requested in the areas of school psychologist, vision itinerant, and occupational therapy. The Director recommends a total of \$29,500 for security system upgrades from interest revenue, which includes an additional \$3,500 for a new server in the final budget.

Federal TRS amounts decreased from the previous year's rate of 10.66% to 10.41% in this fiscal year. IMRF average rates increased from 9.645% to 10.325%. The final budget incorporates one year of contract salary raises as well as an 8% increase in health insurance premiums. Schramm tuition is based on 72 students, and the final rate is \$22,550.

The motion was made by Dr. Hellrigel and seconded by Mr. Ingold to approve the Final FY21 Budget as presented. Roll call was taken and motion carried.

**F. Policy Updates – Second Reading (Exhibit #4):**

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

- 2:160-E Exhibit - Checklist for Selecting a Board Attorney
- 2:220 Policy Board/Executive Committee Meeting Procedures
- 2:220-E9 Exhibit - Requirements on No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 4:180 Pandemic Preparedness; Management; and Recovery
- 7:190 Student Behavior
- 7:340 Student Records
- 7:345 Use of Educational Technologies; Student Data Privacy and Security

The motion was made by Dr. Grueter and seconded by Dr. Hellrigel to approve the policy updates as presented. Roll call was taken and motion carried.

**G. 2020-2021 School Calendar (Exhibit #5):**

We have amended the 2020-2021 school calendar to move all of the School Improvement Days to Mondays so it will not take away any time from those students attending in-person on Wednesdays. A Blended Remote Planning Day will take place on August 19.

The motion was made by Mr. Ingold and seconded by Dr. Hill to approve the 2020-2021 school calendar as presented. Roll call was taken and motion carried.

**New Business**

**A. Joint Consent:**

**1. Approve Hiring of Erica Gleason as a Physical Therapist:**

The Director asked for approval to hire Erica Gleason as a part-time Physical Therapist (0.6 FTE) at a salary of \$46,925 for 108 days.

**2. Approve Hiring of Lexi Degreeef as a Job Coach:**

The Director asked for approval to hire Lexi Degreeef as a Job Coach at a salary of \$17,000 for 180 days.

**3. Approve Increase in Work Hours of Tim Estes, Part-Time Custodian:**

The Director asked for approval to increase the part-time weekly hours of Tim Estes from 20 hours/week (4 hours/day) to 25 hours/week (5 hours/day) due to additional disinfecting and sanitizing of our building during Phase 4.

**4. Approve Hiring of Carly Romano as a Paraprofessional:**

Ms. Romano withdrew her acceptance so the Director did not seek approval for her hiring.

**5. Approve Hiring of Lori Winkler as a Paraprofessional:**

The Director asked for approval to hire Lori Winkler as a Paraprofessional. Ms. Winkler will be placed on the salary schedule at TA1 Step 10.

The motion was made by Dr. Hellrigel and seconded by Dr. Greuter to approve the Director's Goals as presented. Roll call was taken and motion carried.

B. Informational:

1. Resignation of Kristina Bohannon, Paraprofessional (Exhibit #6):

The Director is informing the Executive Committee of the resignation of Ms. Bohannon as a Paraprofessional.

C. Approve TMCSEA/Schramm Educational Center Phase 4 Transition Plan (Exhibit #7):

The ISBE/IDPH *Part 3 Transition Joint Guidance* was utilized as the foundation of the TMCSEA/Schramm Educational Center Phase 4 Transition Plan. During the development of this plan, additional input was provided by the Association's attorney, Tazewell County Health Department, SOS-IEA-NEA, and staff. The draft plan has been posted on the TMCSEA website, and our Remote & Blended Remote Learning Plan is under revision.

In order to implement the Illinois Department of Public Health (IDPH) Guidelines for schools and given our limited building capacity, we will be providing a combination of Remote and In-Person Instruction during Phase 4, or until further notice. We will continue to revisit our plan throughout Phase 4 to determine if additional in-person days can be offered. In-person instruction will take place on alternating days from 8:30am-2:00pm at Schramm Educational Center.

- The following member district students will receive in-person instruction on Tuesdays & Thursdays (beginning on Thursday, August 20): Districts #50, 51, 52, 98, 102, 108, 137, 189, 303, 308; and these resident district students will receive remote instruction on Mondays, Wednesdays, and Fridays.
- The following member district students will receive in-person instruction on Wednesdays & Fridays (beginning on Friday, August 21): Districts #76, 86, 126, 191, 309, 701, 702, 703, 709; and these resident district students will receive remote instruction on Mondays, Tuesdays, and Thursdays.

The motion was made by Dr. Hill and seconded by Mr. Ingold to approve the TMCSEA Phase 4 Plan as presented. Roll call was taken and motion carried.

D. Schedule of Labor Management Relations Committee (Exhibit #8):

Exhibit #8 reflects the 2020-2021 LMRC meeting schedule. Meetings are only held when there is an agreed upon topic for an agenda. Ms. Greuter will be representing the Executive Committee on Labor Management Relations.

E. Approve Student Discipline Policies & Procedures Manual (Exhibit #7):

Exhibit #7 reflects the TMCSEA/Schramm Educational Center Student Discipline Policies & Procedures Manual.

The motion was made by Dr. Greuter and seconded by Dr. Hellrigel to approve the Student Discipline Policies and Procedures Manual as presented. Roll call was taken and motion carried.

F. Policy Updates – First Reading (Material will be Distributed Prior to the Meeting):

Material was distributed prior to the meeting reflecting policy updates. This is the first reading of the following policy updates recommended by PRESS:

- 2:260 Uniform Grievance Procedure
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:100 Staff Development Program
- 5:20 Workplace Harassment Prohibited
- 5:220 Substitute Teachers
- 5:330 Sick Days, Vacation, Holidays and Leaves
- 7:10 Equal Educational Opportunities
- 7:180 Prevention of and Response to Bullying, Intimidation & Harassment
- 7:20 Harassment of Students Prohibited

**Closed Executive Session**

There were no closed session items for this month's meeting

**Action Items**

There were no action items.

**Other Business/Information**

There was no FYI report for this month's meeting.

The next Executive Committee meeting is scheduled for **Wednesday, September 9, 2020** at the TMCSEA Administrative Offices, Schramm Educational Center, Pekin, IL, at **8:00am**.

Mr. Ingold motioned and Dr. Hill seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:35am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee