

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
December 9, 2020

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, December 9, 2020, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:02am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Allaman, Mr. Ingold, Dr. Link and Dr. Greuter. Dr. Hill arrived at 8:08am. Dr. Brooks was absent from this month's meeting.

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

Joint Consent – Open Session Minutes of November 10, 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 November 10, 2020 open session minutes, destruction of verbatim records (Audio Recordings) of November 13, 2019 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 prior to the time of this meeting.

The motion was made by Mr. Ingold and seconded by Dr. Link to approve the Joint Consent items as presented. Roll call was taken with all parties present voting aye. Motion carried.

Audience Participation:

There were no requests for audience participation.

Old Business

A. Districts' Financial Payments:

All district's financial payments are current.

New Business

A. Joint Consent:

1. Approve Hiring of Maribeth Bohlmann as a Long-Term Substitute Teacher:

Maribeth Bohlmann retired from teaching at Schramm Educational Center in May 2019. Due to a mid-year vacancy, the Director asked for approval to hire Ms. Bohlmann as a long-term substitute at 0.4 FTE during second semester at a daily rate of \$290.51 for up to 40 days.

2. Approve Hiring of April Emery as a Long-Term Substitute Teacher:

April Emery has resigned her full-time teaching position at the end of first semester. There are currently no full-time applicants to fill this mid-year vacancy. The Director asked for approval to hire Ms. Emery as a long-term substitute at 0.6 FTE during second semester at a daily rate of \$259.63 for up to 56 days.

The motion was made by Dr. Greuter and seconded by Dr. Allaman to approve the New Business, Joint Consent as presented. Roll call was taken with all parties present voting aye. Motion carried.

B. Informational:

1. Resignation of April Emery as a Teacher (Exhibit #1):

The Director informed the Executive Committee of Ms. Emery's resignation effective December 18, 2020.

2. Resignation of Camille Gebur as a Behavior Specialist Assistant (Exhibit #2):

The Director informed the Executive Committee of Ms. Gebur's resignation effective November 24, 2020.

3. Resignation of Lisa Kettering as a Physical Therapist Assistant (Exhibit #3):

The Director informed the Executive Committee of Ms. Kettering's resignation effective January 1, 2021.

4. Revision of Phase 4 Transition Plan:

Due to the high rate of community spread of COVID-19, longer wait time for test results, increased quarantine numbers and current staffing levels, full-time remote instruction for Schramm Educational Center students was implemented from Tuesday, December 1, through Friday, January 8. During the week of January 11, students will resume in-person learning. Additionally, we are collaborating with the Tazewell County Health Department to begin Rapid Point of Care (POC) Testing in January 2021.

C. IDEA Tuition Refund Disbursement to Districts for Balance of FY20 Funds Received in 2019-20 (Exhibit #4):

Historically, TMCSEA had access to substantial carryover funds from the IDEA Flow Through Grant; however, these carryover funds were returned to member districts in October 2020 due to the IDEA Allocation Procedural Change. Currently, the Association keeps a contingency of \$100,000 budgeted for unexpected expenses. The Director presented a plan in November 2018 to build reserve funds for the cooperative to prevent the necessity for billing member districts for significant costs in the future. The Executive Committee approved to proactively build reserve funds for the cooperative by withholding \$100,000 from each tuition refund distributed to member districts in December 2018, June 2019, December 2019, and June 2020 totaling \$400,000. To earn additional interest revenue, \$300,000 was used for CD investments at Morton Community Bank, which have all reached maturity.

On November 10, the Executive Committee approved to withhold \$300,000 in additional funds from the December 2020 tuition refund; however, the Director would like to consider the cooperative retaining an additional \$100,000, or \$400,000 total dollars withheld, to continue to build reserve funds and maintain adequate cash flow for the Association. Exhibit #4 includes two options for the final district disbursements for the balance of funds received for FY20 IDEA/tuition dollars. This amount is in addition to the first disbursement of \$471,096 received in June 2020.

The tuition refund will be issued by check to member districts in December based on cash flow management. This money is returned to member districts as a refund of prior year tuition according to our auditors and should not be recorded as federal dollars. It is important to note that FY21 IDEA Grant dollars dispersed directly to districts by ISBE will replace the tuition refund that member districts have received from TMCSEA moving forward.

The motion was made by Mr. Ingold and seconded by Dr. Hellrigel to approve the retention of \$400,000 from the Tuition Refund Disbursement to build the Association's reserve funds. Roll call was taken with all parties present voting aye. Motion carried.

D. Policy Updates – First Reading (Exhibit #5):

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

- 3:40 Director
- 4:80 Accounting and Audits
- 4:90 Student Activity and Fiduciary Funds
- 5:270 Employment At-Will, Compensation, and Assignment
- 6:20 Calendar and Day
- 6:300 Graduation Requirements
- 6:340 Student Testing and Assessment Program
- 7:140 Search and Seizure

Closed Executive Session

The Executive Committee entered into closed session with a motion made by Dr. Greuter and seconded by Dr. Hellrigel. Roll call was taken with all parties voting aye. Motion carried.

1. 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 of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.

The Executive Committee returned to open session at 9:30 a.m. with a motion made by Dr. Link and seconded by Mr. Ingold. Motion carried through voice vote with all parties voting aye.

Action Items

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

Other Business/Information

The Director reviewed the FYI report.

The next Executive Committee meeting is scheduled for **Wednesday, January 13, 2021** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Hellrigel motioned and Dr. Hill seconded to adjourn the meeting with all parties in attendance voting aye. Motion carried. The Executive Committee meeting ended at 9:40am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee